

**ARIZONA DEPARTMENT OF EDUCATION**

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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 00-045**

**TO:** District Superintendents, Business Managers, & Head Teachers  
**FROM:** Maggie Singler  
**DATE:** March 28, 2000  
**SUBJECT:** A.R.S. 15-825.B Certificates of Educational Convenience - Funding

Enclosed are the forms used to claim funding for Certificate of Educational Convenience students who are placed by an agency of the state or a state or federal court (A.R.S. 15-825.B). The worksheets are to be completed by the district of attendance. All students reported on these worksheets must have been issued a certificate from the county schools office, be reported on the Membership and Absence Report (ADM), and the special education students should be reported on the Special Education Census (SPED). Please see School Finance Memo 00-044 for complete data submission requirements for CEC-B Students.

For Special Education students the district can choose to claim the Excess Cost (by including these students on the "CEC-B Excess Cost Funding Formula Worksheets") or, if the costs are higher than the calculated excess cost, may choose to submit the required documentation for the Actual Cost (complete worksheet entitled "CEC-B Actual Cost Funding Formula For Group B Children with Disabilities"). If the student attends a private school, the private school must submit the "Private School Special Education Budget Worksheets". The Private School Special Education Budget Worksheets will be furnished to the private schools by ADE based on the schools listed on your certificate list (see School Finance Memo #00-044).

In completing the CEC-B Excess Cost Funding Formula Worksheets districts should refer to the enclosed Cost Study amounts. Districts that were included in the Special Education Cost Study will use the amounts specific to their district. All other districts will use the state average.

Due to legislative change (see A.R.S. 15-824.F) districts may claim actual cost funding for regular education non-group b children. To claim funding for these students please complete the worksheets entitled "Actual Cost Funding Formula Worksheets for Non-Group B CEC-B Students".

All required worksheets are posted on the Department's web site in Excel format (<http://www.ade.state.az.us/schoolfinance/main/Support>).

Please return your completed worksheets by April 24, 2000 in order to be eligible for funding.

If you have any questions regarding CEC's please contact Maggie Singler at (602) 542-8244 or e-mail [msingle@mail1.ade.state.az.us](mailto:msingle@mail1.ade.state.az.us) or Kristen Jordison at (602) 542-8249 or e-mail [kjordis@mail1.ade.state.az.us](mailto:kjordis@mail1.ade.state.az.us).

cc: County School Superintendents

March 28, 2000