

ARIZONA DEPARTMENT OF EDUCATION

*Tom Horne*  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 08-050**

**TO:** Littlefield Unified District, Mohave County Superintendent  
**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance  
**DATE:** February 20, 2008  
**SUBJECT:** A.R.S. 15-825.01 - Certificates of Educational Convenience Students  
*Attending Schools in an Adjoining State*

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All required worksheets to claim tuition for (CEC-A) students attending school in an adjoining state (A.R.S. 15-825.01) are posted on the ADE web site at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The *Tuition Worksheets for Students Attending Schools in an Adjoining State* are to be completed by the District of Residence. The students attending school out of state must be reflected on the ADMS45-1 and 540-1 reports, as well as the CEC-A SPED04 and SPED16 reports under the appropriate out of state district's County Type District number. If you require SAIS technical assistance, please complete the request form available on the System Training and Response (STaR) Team webpage at: <http://www.ade.az.gov/schoolfinance/STaR/>

The District of Residence must complete page 1 of the worksheets to compute an equalization base for the CEC-A students. The calculated tuition on page 2 is equal to the lesser of the tuition charged or the attending districts guaranteed tuition level minus the equalization base for the students. If line 5 on page 2 is negative, the district will not receive excess tuition for these students as the amount of support the district received per student is more than the attending district's tuition charge. Excess Tuition is received if costs are in excess of the equalization base. The District of Attendance must complete page 2, the *Tuition Worksheet for Students Attending School in an Adjoining State*. This form is to be forwarded to the District of Attendance by the District of Residence.

**Receipt of accurately completed Tuition worksheets submitted by March 28, 2008 will be calculated for funding during FY 2008. Distribution of these funds are subject to legislative appropriation, failure to submit worksheets by the due date of March 28, 2008 may result in a reduction of CEC-A funds disbursed to the district.**

School Finance will make every effort to complete estimated calculations and submit them to the district prior to the first part of May to allow the district time to include it on page 7, line 5 (d) of the May 15<sup>th</sup> budget revision.

If you need assistance with the student detail file submission process, please fill out the StaR Request for Training Form located at: <http://www.ade.az.gov/schoolfinance/STaR/TrainingAndAssistRequest/RequestForm.aspx>.

If you have questions or need assistance completing these forms, please contact Jill Heikkila at (602) 542-3303 or send an email to [jill.heikkila@azed.gov](mailto:jill.heikkila@azed.gov).