

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-038

TO: District Superintendents, Business Managers, & Head Teachers
FROM: Maggie Singler
DATE: April 5, 2004
SUBJECT: A.R.S. 15-825.B Certificates of Educational Convenience (CEC) - Funding

All required worksheets to claim funding for Certificate of Educational Convenience students placed by an agency of the state or a state or federal court (A.R.S. 15-825.B) are available at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. 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 04-037 for complete data submission requirements for CEC-B Students.

For Special Education students, the district can either 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 and the district claims "Actual Costs", the district must submit copies of invoice(s) for tuition/services with each student's Actual Costs worksheets. A district letter signed by the Superintendent/Business Manager must be provided that identifies, at a student level, charges for therapy and/or 1:1 aide as a requirement of the student's IEP to be eligible to submit the charges as "Actual Costs".

In completing the CEC-B Excess Cost Funding Formula Worksheets, districts should refer to the Cost Study amounts posted at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. 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.

Please return your completed worksheets by May 3rd in order to be eligible for funding during fiscal year 2004.

If you have any questions regarding CEC's please contact Lori Damanti at (602) 542-3303 or e-mail <mailto:ldamant@ade.az.gov>.

cc: County School Superintendents