

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 01-045

TO: District Superintendents, Business Managers, & Head Teachers
FROM: Maggie Singler
DATE: April 16, 2001
SUBJECT: A.R.S. 15-825.A Certificates of Educational Convenience - Data Submission

In accordance with A.R.S. § 15-825.A, districts that have students that fit the definition of a CEC student should apply to their County School Office for a Certificate of Educational Convenience upon enrollment of the student. The County School Office will submit the actual certificate to the Department of Education, School Finance Office upon approval. In order to be eligible for funding the Department of Education, School Finance Office must receive a Certificate. It is important that districts request Certificates for all group b children with disabilities they intend to claim.

Enclosed you will find a list of all students that School Finance has received a Certificate for from your county schools office. Please review the list for accuracy. If you believe students have been omitted from the list please contact your county schools office for more information. The CEC funding for your school district is dependent on valid certificate information. If any students on the list do not show a Special Education Census Student ID number and the student has been reported on the Special Education Census you must fill in the correct Census Student ID number and return the form to School Finance. Any students that are reported on the Special Education Census as a CEC-A student and do not have corresponding information on the certificate will NOT be funded as a CEC-A student. If your district plans to claim actual cost funding for students attending a private school please list the name and address of the private school so that we may forward the appropriate documentation to the school. If you would like to receive this list in an electronic format (i.e. Excel Workbook) please contact me via e-mail (<mailto:msingle@ade.az.gov>) and I would be happy to forward it back to you. ***Please submit your corrected list by May 4, 2001 in order to be eligible for funding.***

As in the past, CEC-A students must be reported on the Average Daily Membership (ADM) and Special Education Census (SPED) reports. Please review the requirements for both. If data has already been submitted and does not meet the following criteria please make any necessary corrections so that funding can accurately be calculated.

Reporting requirements for CEC-A Students:

Average Daily Membership (40th day and 100th day counts):

Membership and absence days for CEC-A students should be reported in the Tuition In and CEC area of the ADM data collection form. The District of Residence County-Type-District (CTD) number should indicate the county code of residence (e.g. if in Maricopa County the county code = "07"), plus the type of school grade reported (e.g. 04 = elementary grades, 05=high school grades), plus 00 as the district code. Thus, in this example the District of Residence CTD number could be 070400. This will indicate to School Finance that these data are for CEC-A students only. It is preferred that you submit your data electronically (e.g. Delrep).

April 16, 2001

Special Education Census (December 1, 2000 & February 1, 2001):

Each CEC-A student should be reported on the December 1, 1999 and the February 1, 2000 Special Education Census, if applicable. The same scenario, as listed above on ADM, should be used for the District of Residence County-Type-District number. The student ID number used on the census should match the student ID number indicated on the certificate.

The table below lists the reports listing CEC-A students and where each report can be found. Please review the data listed on these reports for accuracy.

Data Collection System	Edit/Update Report	Master File Report	Aggregate Count Report
CEC-A Average Daily Membership (ADM)	ADMS 05-1 (Posted on ADE web site)	ADMS 45-1 (Posted on ADE web site)	ADMS 40-01 (Posted on ADE web site)
CEC-A Special Education Census (SPED)	SPED 02 (Posted on ADE web site)	SPED 04-CECA (Posted on ADE web site)	SPED 16 for CEC-A (Posted on ADE web site)

All reports posted on the ADE web site can be found on your district home page (<http://www.ade.az.gov/schoolfinance/Districts/Home.asp>).

Please make corrections to reports that have already been submitted to be consistent with the above mentioned procedures. Doing this will ensure that funding can follow the student appropriately. If you need assistance with your ADM or SPED reports please contact Julie Vasquez at (602) 542-8239.

If you have any questions regarding CEC's please contact Maggie Singler at (602) 542-8244 or e-mail <mailto:msingle@ade.az.gov>.

cc: County School Superintendents