



ARIZONA DEPARTMENT OF EDUCATION

AZEDS TUITION-OUT FORM

The purpose of this form is to request permissions to submit data for a school site through AzEDS. This form must be submitted by the Business Manager or higher authority. The school site can either be from your District/Charter or a Private/Tuition Out site. In the event that you no longer require access to a current school site, the form can be used to request that access be removed for that site.

This form must be submitted by a Business Manager or higher authority.

District/Charter Holder Name	<input type="text"/>
CTDS Number	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Position/Title	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

Please enter the CTDS number **and** Site Name. Please also indicate Add or Remove and select whether the site is one from your District/Charter or if it is a Private/Tuition Out Site.

School Site Name	CTDS Number	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail of Site's Business Mgr. <input type="text"/>	Site Type <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail of Site's Business Mgr. <input type="text"/>	Site Type <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail of Site's Business Mgr. <input type="text"/>	Site Type <input type="text"/>	<input type="text"/>

Please Select your Account Analyst

Note: School Finance must receive this document in electronic format. If you are unable to e-mail the form directly from the internet when clicking the "Submit Via E-mail" button, you may select the "Print" button and select Adobe PDF as your printer, which should allow you to save the file electronically and e-mail it as an attachment. Another option is to print the form and scan it to create an electronic file. Once you have created the electronic file, be sure to upload the file as an attachment to an e-mail and send it to your LEA Account Analyst. Unfortunately, a faxed copy of the form is not an acceptable format.