State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 16-046

TO: District Superintendents, County Superintendents, Business Managers and Head Teachers

FROM: Lyle Friesen, Director of School Finance

DATE: April 20, 2016

SUBJECT: A.R.S. § 15-825 (A) - Certificates of Educational Convenience: CEC-A
CEC-A Application Procedure & Data Submission Requirements

Districts, that have students who qualify as a "CEC-A student" pursuant to A.R.S. § 15-825 (A), may apply to their County School Office for a Certificate of Educational Convenience. Upon approval, the County School Office will submit the actual certificate to the Department of Education, School Finance Unit. **It is important that districts request certificates for all students they intend to claim.** Please contact you county's Superintendent's office for details on how to apply.

The CEC funding for your school district is dependent on the following:

- Certificates of Educational Convenience issued by your county Superintendent
- SAIS submission with Special Enrollment Code "1"

If a student does not meet the above two requirements, they will NOT be included in the calculation. Please see below for details on each of the two requirements.

Certificates of Educational Convenience:
In order to be included in the CEC calculation each student must receive a certificate, containing complete information that includes each student's SAIS ID number. Any student reported as CEC-A who does not have corresponding SAIS information on the students certificate or list will NOT be funded as a CEC-A student. To ensure accurate funding for existing certificates, include the student SAIS ID number and re-submit to School Finance at SchoolFinance@azed.gov.

Special Enrollment Code "1": Average Daily Membership Transactions (40th and 100th Day Counts)
SAIS submission of Membership transactions for all CEC-A students the district intends to claim is required. Special Enrollment Code field must be set to "1" to identify CEC-A students. If there are

any concerns or questions about which field this relates to, please contact your student management system vendor for more information. The District of Residence (DOR) 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.

The following reports may be used to review and/or analyze CEC-A student reporting:

- Student Detail Reports (Private): The SDADMS 71-2, 72 and 75-1 reports are accessible via Common Logon/Student Detail Data Interchange/Download page.
- Student Count Reports (Public): The ADMS 45-1 and 540-1 for CEC-A are accessible from the ADE web site on each district's home page at http://www.ade.az.gov/Districts/EntitySelection.asp

Special Education Needs Transactions:
SAIS submission of Special Education Needs transactions for all CEC-A students the district intends to claim is required. Special Enrollment Code field must be set to "1" to identify CEC-A students. If there are any concerns or questions about which field this relates to, please contact your student management system vendor for more information. The District of Residence (DOR) 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.

The following reports may be used to review and/or analyze CEC-A student reporting:

- Student Detail Reports (Private): The SDSPED71 report is accessible via Common Logon/Student Detail Data Interchange/Download page.

Please review the data on all of these reports for accuracy and submit any necessary corrections to be consistent with the above-mentioned procedures. Doing this will ensure that funding will follow the student appropriately.

If you require SAIS technical assistance, please contact your designated Account Analyst: Webpage at: https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx

CEC-A students must be reported through Student Detail Membership transactions (ADM) and, if applicable, Student Detail Needs transactions (SPED). If data has already been submitted and does not meet the following criteria, make any necessary corrections to ensure accurate funding calculations.

All districts must report all students residing in unorganized territory that attend their district, even if CEC funding is not being requested. This information is required for purposes specified in A.R.S. § 15-445 and A.R.S. § 15-825.02.

SAIS Reporting Requirements for CEC-A Students: All required CEC-A student detail data successfully submitted and processed by May 13, 2016 @ 5pm will be eligible for funding during FY 2016.

If your district plans to claim Actual Cost funding for students attending a private school, submit a list of student name(s), SAIS ID number(s), enrollment date(s), name of the private school and projected tuition costs to School Finance at SchoolFinance@azed.gov. You may obtain a list of all certificates received by ADE for your district by submitting a written request to SchoolFinance@azed.gov. Please have all supporting invoices/worksheets for tuition/services for Actual Costs in by July 1, 2016 if you are going to claim these services.

If you have questions or need assistance in completing these forms please contact the payment team at (602) 542-5695 or email: sfpaymentteam@azed.gov