



**Arizona Department of Education  
Kathy Hoffman, Superintendent of Public Education**

**Exceptional Student Services  
Arizona Technical Assistance System  
(AZ-TAS)**

**Certificate of Educational Convenience (CEC)**

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## Purpose

This document was developed to provide school personnel and agencies with information, clarification, and guidance relating to Certificates of Educational Convenience (CEC). This AZ-TAS document is meant to be technical assistance and should not be construed as legal guidance. Legal citations are included for reference points. This document also does not diminish or intercede any student from pursuing open enrollment with any educational institution within the state of Arizona.

## Important Acronyms

ADE – Arizona Department of Education  
ADM – Average Daily Membership  
ADJC – Arizona Department of Juvenile Corrections  
AzEDS – Arizona Education Data Standards  
CEC – Certificate of Educational Convenience  
DCS – Department of Child Safety  
DES – Department of Economic Security  
DHS – Department of Health Services  
DOA – District of Attendance  
DOR – District of Residence  
FAPE – Free Appropriate Public Education  
IEP – Individualized Education Program  
PEA – Public Education Agency

## Certificate of Educational Convenience

A CEC is used for pupils in certain cases to explicitly outline which school district is responsible for the education of a child. CECs can be issued in a variety of scenarios, some of which overlap with special education.

## Standard Definitions as Established in the Arizona Revised Statutes

**"Parent"** means the natural or adoptive parent of a child or a person who has custody of a child<sup>1</sup>

**"Person who has custody"** means a parent or legal guardian of a child, a person to whom custody of the child has been given by order of a court or a person who stands in loco parentis to the child<sup>2</sup>

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<sup>1</sup> A.R.S. § 15-101(18)

<sup>2</sup> A.R.S. § 15-101(19)

The residence of the person having legal custody of the pupil is considered the residence of the pupil, except as provided in subsection C (Homeless) of this section and in section 15-825, subsection B (CEC-B)<sup>3</sup>

**When a Pupil Qualifies for a CEC-A**

“A pupil who is **precluded by distance or lack of adequate transportation facilities** from attending a school in the school district or county of the pupil's residence or who **resides in an unorganized territory** may apply to the county school superintendent for a certificate of educational convenience. If it appears to the county school superintendent that it is not feasible for the pupil to attend a school in the school district or county of residence, the county school superintendent shall issue a certificate authorizing the pupil to attend a school in an adjoining school district or county, whether within or without this state.”<sup>4</sup>

**Table View for CEC-A**

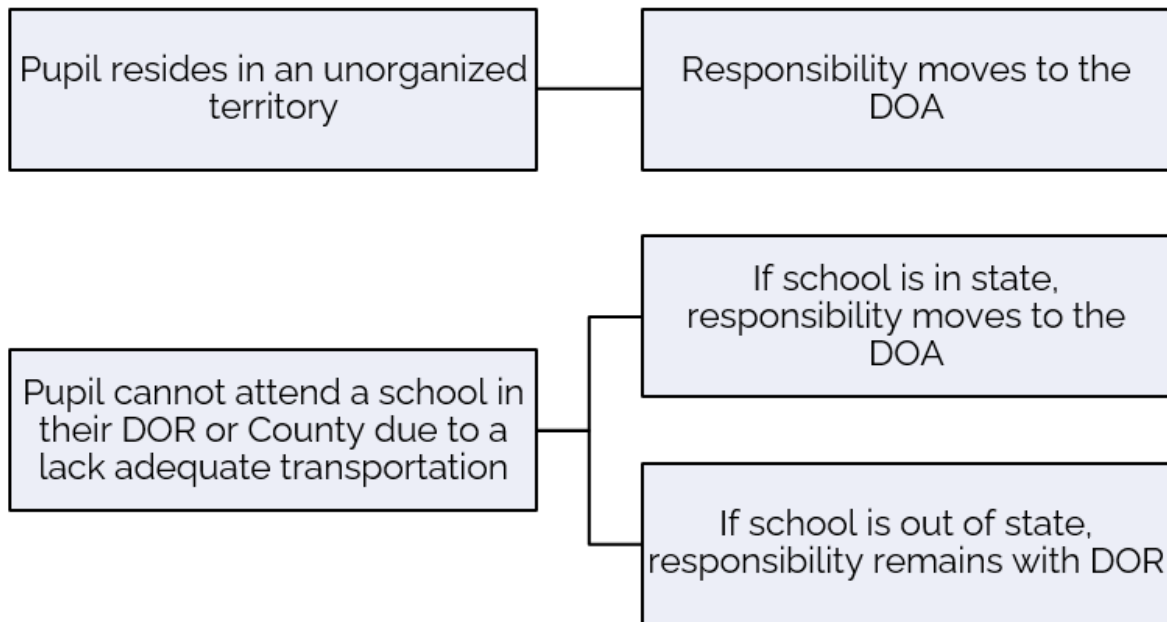
<b>Scenario</b>	<b>CEC-A Applicable</b>	<b>Responsibility</b>
Pupil resides in an unorganized territory	Yes	Moves to DOA
Pupil cannot attend school in their DOR or county due to a lack of adequate transportation and the attending school is in state	Yes	Moves to DOA
Pupil cannot attend school in their DOR or county due to a lack of adequate transportation and the attending school is out of state	Yes	Remains with DOR

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<sup>3</sup> A.R.S. § 15-824(B)

<sup>4</sup> A.R.S. § 15-825(A)

## Graphical View for CEC-A



## School District and County Superintendent Roles for CEC-A

**County Superintendent:** Upon approval, the County School Office will issue a CEC-A and submit a complete list for the fiscal year to the Department of Education, School Finance Unit

**School District (DOR or DOA as relevant):** Enroll and Accurately report student(s) in AzEDS

## School District Requirements for CEC-A Funding

1. Certificates of Educational Convenience issued by your county Superintendent
2. AzEDS Special Enrollment Code field must be set to "1" to identify CEC-A students

School ID (CTDS, Entity)	Special Enrollment Code	Entry Date	Start Date	End Date	Resource ID	Create Date
+	1	8/3/2021	8/3/2021	5/19/2022		7/25/2021 5:59:55 AM

Previous 1 Next

If a student does not meet the above two requirements, they **will not** be included in the calculation. For more information or questions, check the [School Finance Page](#) of the ADE website or email School Finance at [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov).

### When a Pupil Qualifies for a CEC-B

“The county school superintendent of any county in which a pupil is placed as described in this subsection shall issue a certificate of educational convenience for the pupil to attend school in the school district or adjoining school district to that in which the pupil is placed by an agency of this state or a state or federal court of competent jurisdiction in one of the following:

1. A state rehabilitation or corrective institution.
2. A foster home or childcare agency or institution which is licensed and supervised by the department of child safety or the department of health services.
3. A residential facility operated or supported by the department of economic security or the department of health services.
4. Under the supervision of the department of juvenile corrections in a residence pursuant to the interstate compact on juveniles.”<sup>5</sup>

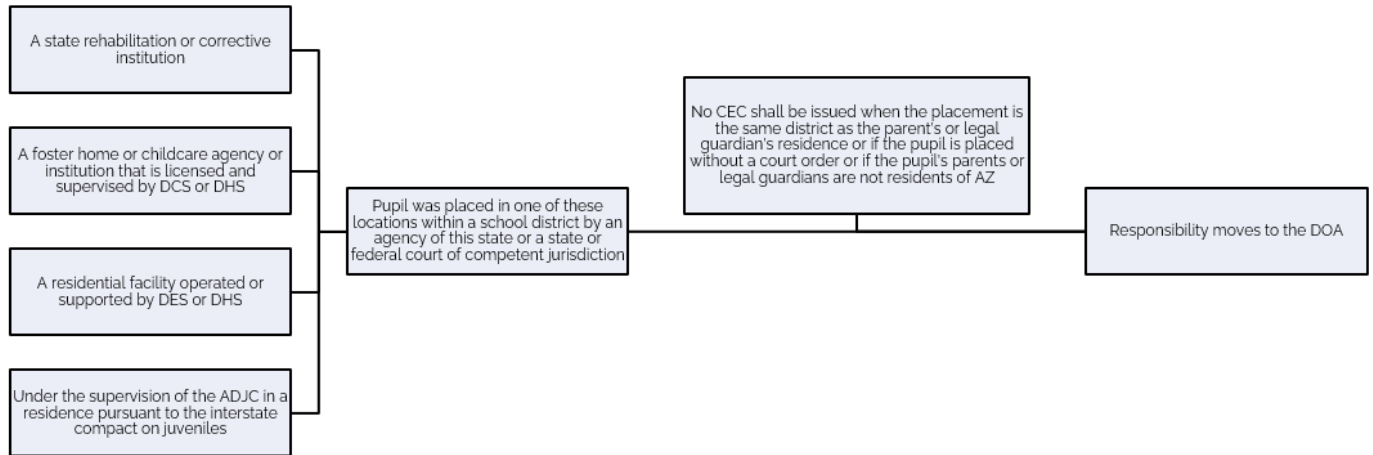
Table View for CEC-B

Scenario	Residence of Parent or Legal Guardian	CEC-B Applicable	Responsibility
Pupil was placed in a <b>state rehabilitation or corrective institution</b> by an agency of this state or a state or federal court of competent jurisdiction	The placement <b>was not</b> in the same school district as the parents’ or legal guardians’ residence	Yes	Moves to DOA
Pupil was placed in a <b>state rehabilitation or corrective institution</b> by an agency of this state or a state or federal court of competent jurisdiction	The placement <b>was</b> in the same school district as the parents’ or legal guardians’ residence	No	Remains with DOR
Pupil was placed in a <b>foster home or childcare agency or institution which is licensed and supervised by DCS or DHS</b> by an agency of this state or a state or federal court of competent jurisdiction	The placement <b>was not</b> in the same school district as the parents’ or legal guardians’ residence	Yes	Moves to DOA
Pupil was placed in a <b>foster home or childcare agency or institution which is licensed and supervised by DCS or DHS</b> by an agency of this	The placement <b>was</b> in the same school district as the parents’ or legal guardians’ residence	No	Remains with DOR

<sup>5</sup> A.R.S. § 15-825(B)

state or a state or federal court of competent jurisdiction			
Pupil was placed in a <b>residential facility operated or supported by DES or DHS</b> by an agency of this state or a state or federal court of competent jurisdiction	The placement <b>was not</b> in the same school district as the parents' or legal guardians' residence	Yes	Moves to DOA
Pupil was placed in a <b>residential facility operated or supported by DES or DHS</b> by an agency of this state or a state or federal court of competent jurisdiction	The placement <b>was</b> in the same school district as the parents' or legal guardians' residence	No	Remains with DOR
Pupil was placed in a <b>residence pursuant to the interstate compact on juveniles and under the supervision of the ADJC</b> by an agency of this state or a state or federal court of competent jurisdiction	The placement <b>was not</b> in the same school district as the parents' or legal guardians' residence	Yes	Moves to DOA
Pupil was placed in a <b>residence pursuant to the interstate compact on juveniles and under the supervision of the ADJC</b> by an agency of this state or a state or federal court of competent jurisdiction	The placement <b>was</b> in the same school district as the parents' or legal guardians' residence	No	Remains with DOR
Pupil was placed <b>without a court order</b> in a location within a school district by an agency of this state or a state or federal court of competent jurisdiction	The pupil's parents or legal guardians are <b>not residents of this state</b>	No	Remains with DOR

## Graphical View for CEC-B



## School District and County Superintendent Roles for CEC-B

**County Superintendent:** Upon approval, the County School Office will issue a CEC-A and submit a complete list for the fiscal year to the Department of Education, School Finance Unit

**School District (DOR or DOA as relevant):** Enroll and Accurately report student(s) in AzEDS

## School District Requirements for CEC-B Funding

1. Certificates of Educational Convenience issued by your county Superintendent
2. AzEDS Special Enrollment Code field must be set to “2” to identify CEC-B students

Special Enrollment						
School ID (CTDS, Entity)	Special Enrollment Code	Entry Date	Start Date	End Date	Resource ID	Create Date
+	2	8/9/2021	8/9/2021	5/27/2022		8/1/2021 12:01:21 PM

Previous **1** Next

If a student does not meet the above two requirements, they **will not** be included in the calculation. For more information or questions, check the [School Finance Page](#) of the ADE website or email School Finance at [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov).

## Who Can Request a CEC for a Pupil

It is an expectation that the CEC is requested by parties who have authority over the education or placement of the child. This is to ensure that sensitive information



is kept protected during the process. Since the CEC can change who is responsible for a student, it is recommended that individuals work with following entities to contact the county to get a CEC issued.

1. District of Residence of the pupil (where the guardian resides)
2. District of Attendance in cases where the DOR is not practicable (unorganized territories)
3. State agencies
4. State or federal courts
5. The person who has custody of the child can discuss with the county or ADE
  - a. Since school districts are more familiar with CECs, ADE would still encourage the DOR or DOA to be involved in the process

### How to Pursue a CEC

When a pupil meets the requirements of a CEC, all parties involved should work closely with the counties to complete the application process.\*

The list of [County Education Service Agencies](#) can be found on the ADE website.

\*A specific document is not needed to apply for a CEC.

- Example Document: Notice to Provider form given when a student in foster care is placed in DCS custody

### Who is Responsible for Writing and Implementing the IEP for a Pupil with a CEC

The responsible PEA will be determined once the CEC is issued. See the tables and graphical views for scenarios.

Free and Appropriate Public Education (FAPE) is required to be provided by the responsible PEA as outlined in the student's IEP.

If a child is concurrently enrolled and receiving special education services in more than one location, the DOR must be reported as the single entity that is responsible for the individualized education program (IEP) by all entities providing special education services.