



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 17-003

TO: Littlefield Unified District, Mohave County Superintendent
FROM: Lyle Friesen, Director of School Finance
DATE: August 1, 2016
SUBJECT: A.R.S. § 15-825.01 - Certificates of Educational Convenience Students
Attending Schools in an Adjoining State

All required worksheets to claim tuition for (CEC-A) students attending school in an adjoining state (A.R.S. § 15-825.01) are posted on the ADE web site at <http://www.azed.gov/finance/certificates-of-educational-convenience/>. The *Tuition Worksheets for Students Attending Schools in an Adjoining State* is to be completed by the District of Residence. The students attending school out of state must be reflected on the ADMS45-1 and 540-1 reports as well as the ADMS71-1 & 71-2. If you require SAIS technical assistance, please contact your designated Account Analyst at <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

The District of Residence must complete page 1 of the worksheets to compute an equalization base for the CEC-A students. The calculated tuition on page 2 is equal to the lesser of the tuition charged or the attending districts guaranteed tuition level minus the equalization base for the students. If line 5 on page 2 is negative, the district will not receive excess tuition for these students as the amount of support the district received per student is more than the attending district's tuition charge. Excess Tuition is received if costs are in excess of the equalization base. The District of Attendance must complete page 2, the *Tuition Worksheet for Students Attending School in an Adjoining State*. This form is to be forwarded to the District of Attendance by the District of Residence.

Receipt of accurately completed Tuition worksheets submitted by May 13, 2017 will be calculated for funding during FY 2017. Distribution of these funds is subject to legislative appropriation.

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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