



State of Arizona  
Department of Education

SCHOOL FINANCE MEMORANDUM 20-004

**TO:** Littlefield Unified District, Mohave County Superintendent  
**FROM:** Lyle Friesen, Deputy Associate Superintendent of School Finance  
**DATE:** July 1, 2019  
**SUBJECT:** A.R.S. § 15-825.01 - Certificates of Educational Convenience Students  
Attending Schools in an Adjoining State

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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 have special enrollment codes in AzEds.

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 15, 2020 will be calculated for funding during FY 2020. Distribution of these funds is subject to legislative appropriation.**

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](mailto:sfpaymentteam@azed.gov)