

CERTIFICATE OF EDUCATIONAL CONVENIENCE (CEC)



EXCEPTIONAL STUDENT SERVICES

UPDATED: 12/2021

LEARNING OUTCOME

- To provide school personnel, agencies, and parents with information, clarification, and guidance relating to Certificates of Educational Convenience
- This is meant to be technical assistance and should not be construed as legal guidance

STANDARD DEFINITIONS

- "Parent" means the natural or adoptive parent of a child or a person who has custody of a child
- "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
- The residence of the person having legal custody of the pupil is considered the residence of the pupil, except as provided in subsection A.R.S. § 15-824(C)

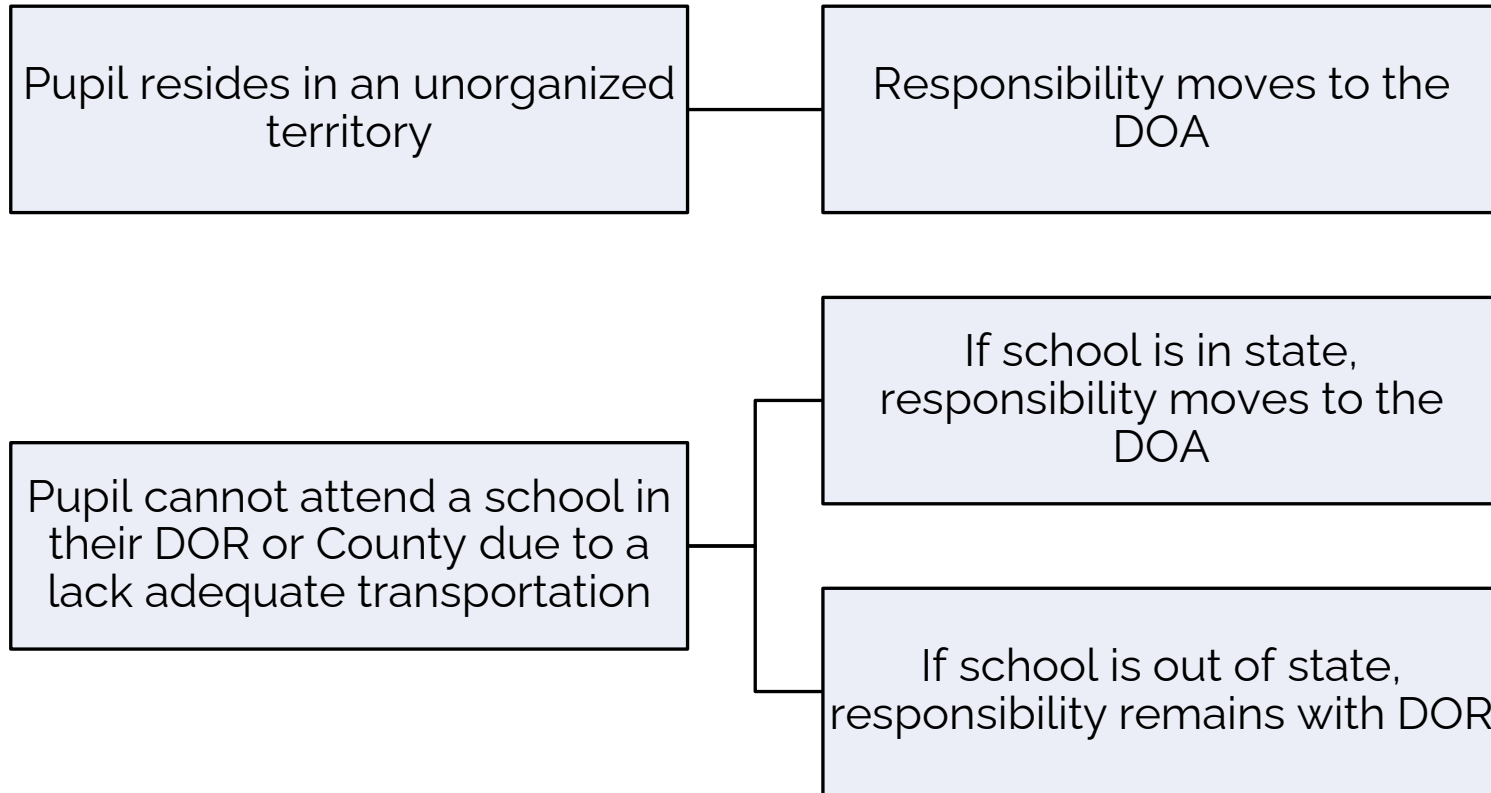
WHEN DOES A PUPIL QUALIFY FOR A CEC-A?

- When precluded by distance or lack of adequate transportation facilities from attending a school in the school district or county of the pupil's residence
- If they reside in an unorganized territory

EXAMPLES OF CEC-A

- Pupil resides in an unorganized territory
 - CEC-A is applicable
 - Responsibility moves to DOA
- Pupil cannot attend school in their DOR or county due to lack of adequate transportation and attending school is in-state
 - CEC-A is applicable
 - Responsibility moves to DOA
- Pupil cannot attend school in their DOR or County due to lack of adequate transportation and attending school is out-of-state
 - CEC-A is applicable
 - Responsibility remains with the DOR

GRAPHICAL VIEW FOR CEC-A



CEC-A FUNDING FOR A SCHOOL DISTRICT IS DEPENDENT ON WHAT?

- Certificates of Educational Convenience issued by your county Superintendent
- AzEDS submission with Special Enrollment Code **“1”**

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.

WHEN DOES A PUPIL QUALIFY FOR A CEC-B?

- When 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

EXAMPLES OF CEC-B (1 OF 4)

- Pupil was placed in a state rehabilitation or corrective institution by an **agency of this state or a state or federal court of competent jurisdiction**
 - The placement was not in the same district as the parents' or legal guardians' residence
 - County School Superintendent shall issue a CEC-B
 - Responsibility moves to the DOA

EXAMPLES OF CEC-B (2 OF 4)

- Pupil was placed in a residential facility operated or supported by DCS or DHS by an **agency of this state or a state or federal court of competent jurisdiction**
 - The placement was not in the same district as the parents' or legal guardians' residence
 - County School Superintendent shall issue a CEC-B
 - Responsibility moves to the DOA

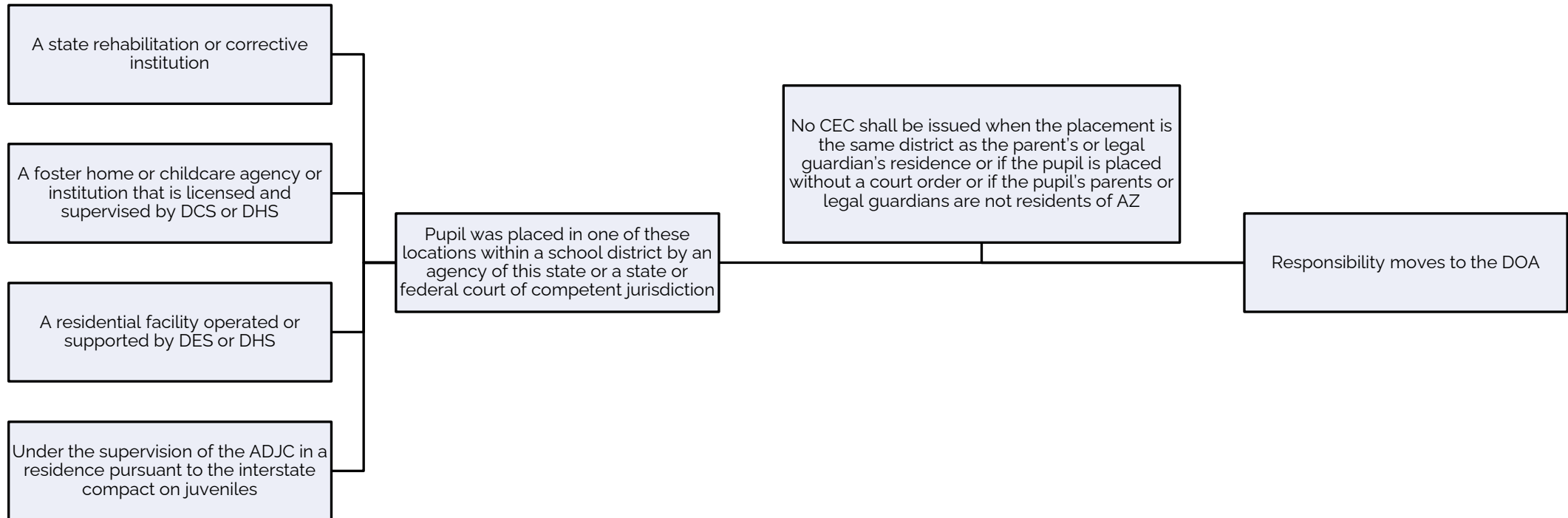
EXAMPLES OF CEC-B (3 OF 4)

- Pupil was placed in a foster home or childcare agency or institution which is licensed and supervised by DES or DHS by an **agency of this state or a state or federal court of competent jurisdiction**
 - The placement was not in the same district as the parents' or legal guardians' residence
 - County School Superintendent shall issue a CEC-B
 - Responsibility moves to the DOA

EXAMPLES OF CEC-B (4 OF 4)

- Pupil was placed in a residence pursuant to the interstate compact on juveniles and under the supervision of the ADJC by an **agency of this state or a state or federal court of competent jurisdiction**
 - The placement was not in the same district as the parents' or legal guardians' residence
 - County School Superintendent shall issue a CEC-B
 - Responsibility moves to the DOA

GRAPHICAL VIEW FOR CEC-B



SCHOOL DISTRICT & COUNTY SUPERINTENDENT ROLES FOR CEC

- County Superintendent
 - Upon approval, the County School Office will issue a CEC and submit a complete list of CEC's issued for the fiscal year to the Department of Education, School Finance Unit
- School District (DOR or DOA as relevant):
 - Enroll, provide services, and Accurately report student(s) in AzEDS

CEC-B FUNDING FOR A SCHOOL DISTRICT IS DEPENDENT ON WHAT?

- Certificates of Educational Convenience issued by your county Superintendent
- AzEDS submission with Special Enrollment Code “**2**”

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.

WHO CAN REQUEST A CEC FOR A PUPIL?

It is an expectation that the CEC is requested by a party who has authority over the education or placement of the child. This will ensure that sensitive information is protected during the process. Since the CEC can change who is responsible for a student, it is recommended that individuals work with the following entities to contact the county to get a CEC issued:

- District of Residence of the pupil
- District of Attendance in cases where the DOR is not feasible in the process
- State Agencies
- State or Federal Courts
- The person who has custody of the child can discuss with the county or ADE for guidance
 - Since districts are more familiar with CECs, ESS will still encourage the DOR or DOA to be involved in the application process

HOW TO APPLY FOR A CEC

- When a pupil meets the requirements of a CEC, all parties involved should work closely with the counties and the entities on the prior slide 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.
 - For example, the Notice to Provider form given when a student in foster care is placed in DCS custody

WHO ISSUES A CEC FOR A PUPIL?

- County Superintendent's offices will issue CECs according to their policies and will submit a complete list for the fiscal year to School Finance

WHO IS RESPONSIBLE FOR WRITING AND IMPLEMENTING THE IEP FOR A PUPIL WITH A CEC?

- Free and Appropriate Public Education (FAPE) is required to be provided by the responsible PEA as outlined in the student's IEP
- The responsible PEA will be determined once the CEC is issued
 - Refer to the graphs and examples
- 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 which is responsible for the individualized education program (IEP) by all entities providing special education services

HOW IS THE STUDENT COUNT DETERMINED FOR A PUPIL WITH A CEC?

AzEDS submission of Membership transactions for all CEC-A and CEC-B students the district intends to claim is required

All CEC-A and CEC-B students must be reported through Student Detail Membership transactions (ADM)

Special Enrollment Code field must be set to "1" to identify CEC-A students.

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

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
[REDACTED]	2	8/9/2021	8/9/2021	5/27/2022	[REDACTED]	8/10/2021 12:01:21 PM

If the student is also in Special Education, Student Detail Needs transactions (SPED) must be reported.

Need							
School ID (CTDS, Entity)	Need Code	Description	Type	Primary Need	Entry Date	Exit Date	Resource ID
[REDACTED]	ED	Emotional Disability	SPED	YES	8/3/2021	5/19/2022	[REDACTED]

HOW IS THE STUDENT COUNT DETERMINED FOR A PUPIL WITH A CEC? (CONTINUED)

If data has already been submitted and does not meet the following criteria, make any necessary corrections to ensure accurate funding calculations. The following report may be used to review and/or analyze CEC student reporting:

Student Detail Reports:

The ADM15 reports are accessible via ADEConnect.

Reports

Student Detail

Accountability

English Learner

Special Education

Student-Teacher-
Course Connection

Support Program

ADM

Highly Effective
Teachers and Leaders

OCT1

Reports

Please select a report from the menu.

NOTES & QUESTIONS

Guidance chart for CECs is being tweaked to reflect current information

Questions?



REACH OUT TO ADE

- ESS Main Line (602) 542-4013
- ESSOperations@azed.gov
- School Finance Main Line (602) 542-5695
- SchoolFinance@azed.gov
- [School Finance Website – CEC](#)