



# Special Education Enrollment Scenario Resource

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Operations

Special Education Director Check-In  
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# Introduction

A new resource document has been created to help guide public education agencies (PEAs) in the appropriate method of enrolling students with disabilities.

This resource is not special education-specific in certain scenarios but is built specifically for different types of placements for students with disabilities allowed in the state of Arizona.



# Disclaimer

While this document can address 99.9% of use cases, there will be cases where specific students can be an exception to the rule.

When in doubt, please be sure to contact Exceptional Student Services (ESS) or consult with your PEA's legal counsel for further guidance.



# Timeline for Distribution

This resource document will be shared on the ESS Data Management website within the upcoming month.

Certain use cases are still under review by other areas within ADE (e.g., School Finance).



# Further Work and Discussions

ESS will continue communication and training with other agencies, like the Department of Child Safety, to help ensure consistent guidance for cases of homeless students. This chart does not currently reflect the process for homeless students.

As new scenarios are encountered, they will be added to the slides for PEAs to reference.



# Preface & Terminology

The residence of the person having legal custody of the pupil is considered the residence of the pupil.

**Note:** This chart does not account for homeless students; there are special rules in that case.

- DOR—District of Residence
- DOA—District of Attendance
- CEC—Certificate of Educational Convenience
  - See A.R.S. § 15-825 for descriptions on CEC-A and CEC-B;
  - County School Superintendents issue the certificate, but it can be requested by anyone for a child
- HSD—Home School District

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).



# General Enrollment

Flowchart resource still being finalized and will be made available in June 2020.



# Certificate of Educational Convenience

Flowchart resource still being finalized and will be made available in June 2020.





# Group Homes/Vouchers

Flowchart resource still being finalized and will be made available in June 2020.



## Contact Us

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