



Exceptional Student Services

Frequently Asked Questions

Institutional Vouchers

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ARIZONA DEPARTMENT OF
EDUCATION

Table of Contents

Who is responsible for the educational services when a student is on an Institutional Voucher?	3
What is the difference between vouchered and fee-for-service students?	3
Which tuition payer codes should PEAs report for vouchered and fee-for-service students?	3
Why is my PEA receiving an Institutional Voucher Application?	3
What is an ASDB regional cooperative?	4
Who submits calendars for students on Institutional Vouchers?	4
What statutes govern Institutional Vouchers?	4
For a child turning three, should the PEA register the student?	4
What happens when an application is rejected?	4
What if the PEA contacts on the application are incorrect?	5
Where can I find information about ASDB's Tucson Campus relocation to Oro Valley?	5

Who is responsible for the educational services when a student is on an Institutional Voucher?

With the passage of HB 2863 during the Spring 2021 legislative session, the Arizona State Schools for the Deaf and the Blind (ASDB) became a local education agency (LEA) responsible for providing a free and appropriate public education (FAPE). ASDB manages the education and all data reporting for students attending its Phoenix and Oro Valley campuses, as well as its leased-space programs. ASDB shares operational locations at (but is not limited to) the Foundation for Blind Children (private school sites). Public education agencies (PEAs) continue to be responsible for FAPE and reporting for students enrolled in their public schools who receive ASDB services through a regional cooperative. A list of ASDB locations is available on the [Institutional Vouchers - State Institutions website](#).

What is the difference between vouchered and fee-for-service students?

Students are identified as either vouchered (institutional) or fee-for-service based on where and how they receive services.

Vouchered students: Placed at an ASDB campus or ASDB program (including regional cooperatives). ADE funds these services through the Special Education Fund (A.R.S. § 15-1202).

Fee-for-service students: Services are provided under contractual agreements directly between the district/charter and ASDB.

Which tuition payer codes should PEAs report for vouchered and fee-for-service students?

Institutional Voucher: Tuition payer code 7

Fee-for-service: Tuition payer code 1

For reporting questions, please [view the ASDB Student Reporting Guidance](#) or [email ESS Data Management](#).

Why is my PEA receiving an Institutional Voucher Application?

Students are placed through the IEP process in alignment with ASDB's admissions statute (A.R.S. § 15-1342), which is the responsibility of the home school district (HSD) and ASDB. ASDB

then applies for an institutional voucher listing the HSD. The HSD continues to function as a resource for ASDB, to allow a student to transition back to the public school if the least restrictive environment (LRE) changes. Please reach out to ASDB for questions regarding the submission of applications.

What is an ASDB regional cooperative?

ASDB operates multiple regional cooperatives statewide. Through these cooperatives, ASDB staff provide services directly within the district or charter. Placement decisions are made through the IEP process with representatives from both ASDB and the PEA present, in accordance with A.R.S. § 15-1342.

Who submits calendars for students on Institutional Vouchers?

ASDB is solely responsible for submitting calendars for its campus and leased-space sites because only ASDB can report students enrolled at those locations. Districts and charters submit calendars for students attending their public-school campuses. For reporting questions, please [email ESS Data Management](#).

What statutes govern Institutional Vouchers?

Institutional Voucher statutes: A.R.S. § 15-1201 to 15-1205

Arizona Administrative Code: R7-2-404

ASDB's statutes: A.R.S. § 15-1301 to 15-1346

For a child turning three, should the PEA register the student?

The PEA/HSD should be registering the children in their systems (despite not technically admitting them to their campus). Prior to placement within ASDB's locations, the IEP team would require a PEA to determine the capacity of their facilities and placements. As such, the PEA/HSD would need to generate a student ID (if one does not exist) because eventually this information may be used for future requirements of special education (ex: Child Find).

What happens when an application is rejected?

When an application is rejected, it goes back to the entity that created the application (ASDB); the Approval History will show the reason for the rejection. Both ASDB and the HSD can edit applications and upload documents, but the HSD can only make changes when the application is in "Pending with HSD" status.

What if the PEA contacts on the application are incorrect?

ASDB maintains its own contact list and distributes the Institutional Voucher applications.

At the bottom of the application, the Approval History identifies the ASDB staff member who sent it.

Please notify that individual so that ASDB can update your PEA's contact information.

Where can I find information about ASDB's Tucson Campus relocation to Oro Valley?

ASDB's Tucson Campus has relocated to Oro Valley; this change took effect in the 2026-27 school year. For information on this move, please reach out to ASDB directly or [refer to ASDB's website](#) for more information.

For questions, [email us](#) at ESSVouchers@azed.gov.