Ohio | Department of Education

John R. Kasich, Governor
Michael L. Sawyers, Acting Superintendent of Public Instruction

INSTRUCTIONS FOR PREPARING FORM SF-14
TUITION CERTIFICATION AND REPORT OF STUDENTS WITHOUT DISABILITIES IN MEMBERSHIP PURSUANT TO SECTION 3313.64 O.R.C.

PURPOSE: Form SF-14 is provided semiannually for the use of each city, exempted village or local school district to certify to the Office of Finance Program Services, Ohio Department of Education, the pupils in **membership*** in the schools of their district for which tuition is the obligation of another district in accordance with the provisions of 3313.64 O.R.C.

Note: *Membership includes parent-teacher conference days and calamity days.

PROCEDURE: Form SF-14 will be used as a notification form to the district of financial responsibility. Calculation of the tuition amount for each student based on the number of membership days and daily tuition rate will be performed by the Office of Finance Program Services. Both the district of residence and the educating district will be notified of the amount of the tuition credit/deduction for each student in an EMIS report prior to the adjustment being made in the succeeding Statement of Settlement. **The maximum number of days reportable on the SF -14 is 180 days for both the first and second reporting periods combined.**

For new listings if a student is placed by the court or other legal authority, and a court document or ODE determination exists naming a school district responsible for tuition and/or excess cost, the educating district must attach two copies of the document for the initial period the student is reported. If the student is reported initially for the first reporting period of the school year, no court document or ODE determination would be required to be submitted for the second reporting period of that year **or** for either reporting period of subsequent years as long as the court order or ODE district of residence determination initially submitted remains in effect.

PREPARATION: **District of Attendance:** Prepare **two (2) copies** of Form SF-14 for **each** school district having financial responsibility of pupils in membership in your district pursuant to 3313.64 O.R.C. The copies of the completed Form SF-14 shall be filed with the Area Coordinator's Office on or before March 1 for the first reporting period, and on or before August 1 for the second reporting period.

If more spaces are needed, use the Form SF-14 Attachment.

HEADING: Enter your school district's name, county, school year, reporting period.

SECTION I: Enter the district responsible for tuition, county, superintendent's name and district's address (including zip code) and IRN.

SECTION II: Affix signatures of superintendent and treasurer and the dates along with the contact person's name, phone number and email address.

SECTION III:

Column A Enter the SSID number of each pupil for which tuition is requested.

Column B If a student is enrolled for less than a full reporting period, enter the admission (Entry) date and/or withdrawal (WD) date.

Column C Refer to Section 3313.64 O.R.C. cited below and enter the section number representing the division of law which determines the school district of financial responsibility.

SECTION 3313.64 OHIO REVISED CODE – Select the criteria code applicable for each pupil listed in Column A in determining the school district responsible for tuition when the child does not live in the district where the parent resides.

Quoted below, in pertinent part, is Division (C)(2)(a), (b), (c), (d) and (C)(3)(a) of Section 3313.64 O.R.C.

(C)(2)… If the child is in the permanent legal custody of a government agency or person other than the child's parent tuition shall be paid by:

(a) The district in which the child's parent resided at the time the court removed the child from his home or at the time the court vested legal or permanent custody of the child in the person or government agency, whichever occurred first.

(b) If the parent's residence at the time the court removed the child from his home or placed him in legal or permanent custody of the person or government agency is unknown, tuition shall be paid by the district in which the child resided at the time he was removed from his home or placed in legal or permanent custody, whichever occurred first.

(c) If a school district cannot be established under Division (C)(2)(a) or (b) of this section, tuition shall be paid by the district determined as required by Section 2151.362 of the Revised Code by the court at the time it vests custody of the child in the person or government agency.

(d) If at the time the court removed the child from his home or vested legal or permanent custody of the child in the person or government agency, whichever occurred first, one parent was in a residential or correctional facility or in a juvenile residential placement and the other parent, if living and not in such a facility or placement, was not known to reside in this state, tuition shall be paid by the district determined under Division (D) to Section 3313.65 of the Revised Code as the district required to pay any tuition while the parent was in such facility or placement.

(C)(3)(a)… If the child is placed by a parent in a "home", which is licensed by the State of Ohio, tuition shall be paid by the school district in which the child's parent resides.

A "home", as used in Section 3313.64, means any licensed, certified or approved home which receives and cares for children; or a home operated by a licensed, certified or approved person or accepts children through a placement by a person that is licensed, certified or approved to place children.

Column D Enter the address determined by the appropriate division of the Ohio Revised Code.

If (C) (2) (a) is entered in Column C, list the address in which the child's parent resided.

If (C) (2) (b) is entered in Column C, list the address where the child resided.

If (C) (2) (c) is entered in Column C, list the "Journal Entry" address and county in which court decree was recorded.

If (C) (2) (d) is entered in Column C, list the address at which the child's parent resided at time of incarceration.

If (C) (3) (a) is entered in Column C, list the current address of the parent.

Column E Enter the date of birth for each child listed in Column A.

Column F Enter the current grade level for each child listed in Column A.

Column G Enter the number of days the pupil listed in Column A was enrolled during the current reporting period.

Note: The number of days a tuition student may be counted is 180 days maximum for the first and second reporting periods. **COUNT KINDERGARTEN STUDENTS AS 1.00 FTE regardless whether the child attended a full day or one half day.** .

Column H Revised Days

The reporting district (district of attendance) is responsible for contacting the Area Coordinator's Office with corrections.

If the error is discovered before thirty (30) days have elapsed since the original filing of the Form SF-14, a letter addressed to the district responsible for tuition advising them of the correction is necessary. Please send a copy of the letter to the Area Coordinator's office also.

When the error is discovered after thirty (30) days have elapsed since the original filing of the Form SF-14, re-file a copy of the original Form SF-14 and complete **Column H** by inserting the correct number of days. File 2 copies of the corrected original Form SF-14 with the Area Coordinator's Office.

To **add** pupils after the original Form SF-14 has been processed, please complete columns A, B, C, D, E, F, and G on a new Form SF-14, and file two (2) copies with the Area Coordinator's Office.

Return *2 copies* of the SF-14 Form and *2 copies* of any legal documents related to the pupils listed in Column A to your Area Coordinator