

**INSTRUCTIONS FOR COMPLETING THE MARCH 31, 2003, AVERAGE
DAILY MEMBERSHIP REPORT**

The 2002-2004 appropriation act (Chapter 899, 2002 Acts of Assembly) provides for the use of average daily membership (ADM) to distribute the state share of funding for the Standards of Quality accounts and several other accounts.

Average daily membership is determined by dividing the TOTAL aggregate daily membership by the number of days school was in session, from the first day of the 2002-2003 school term through the last school day in March 2003 (March 31, 2003). This document provides line-by-line instructions for completing the March 31, 2003, ADM Report (provided as an Excel template), including instructions for adjusting Kindergarten enrollment for half-day programs.

Appropriate supporting documentation must be maintained for each line of this report, in the event that a subsequent audit of ADM data is necessary.

Before completing the Excel template, please review all sections from the appropriation act, Code of Virginia, and Board of Education regulations relating to the reporting of ADM, and all instructions provided in the Excel template. For your reference, the pertinent sections from the appropriation act, Code of Virginia, and Board of Education regulations are provided in Attachment C.

CALCULATING UNADJUSTED ADM (LINE 1)

Report the March 31, 2003, year-to-date average daily membership from all Virginia Teacher's Registers (the "Blue Book") on Line 1 of "ADM Calc Sheet." All data requirements are the same whether your division uses computerized reporting or another system approved by the Department of Education in lieu of the Virginia Teacher's Register. When reporting unadjusted ADM on Line 1, do not include students for whom tuition was paid to another division and do not deduct students for whom tuition was received from another division. These additions and deductions will be made in items 2a. and 4f. of the "ADM Calc Sheet." Please note the Board of Education regulation 8VAC20-110-130 §1.13 titled "When pupil dropped from roll," governs when a pupil shall be considered withdrawn and, therefore, not included in ADM. This regulation is included in Attachment C.

DETERMINING STUDENTS WHO ARE ELIGIBLE TO BE COUNTED IN ADM

Kindergarten Students

Generally, only those children who reached their fifth birthday on or before September 30, 2002, may be included in the unadjusted ADM total. However, any students enrolled in two-tiered, junior, or other developmentally appropriate pre-kindergarten programs or transition to first grade programs whose fifth birthday occurred between October 1, 2002, and December 31, 2002, may be enrolled in Kindergarten after an appropriate readiness evaluation has demonstrated that attendance in these programs would educationally benefit these children (§22.1-199 C., Code of Virginia). Such students may be included in March 31 ADM upon enrollment in the regular Kindergarten program.

Therefore, in order to be included in ADM, a student must be enrolled in Kindergarten. Students who are enrolled in pre-kindergarten programs are not to be counted in ADM, regardless of their age. If such students are included in your division's unadjusted ADM total on Line 1 of the ADM report, you must make a corresponding deduction on line 4b.

Dual Enrollment Students

A school division may include students who participate in a dual high school/college enrollment program in its unadjusted ADM (Reference Informational Supt. Memo No. 58, dated March 8, 1989). However, no ADM credit is permitted if the student is not counted on any school division's teacher register, (i.e., if the student is a full-time college student but not yet a high school graduate).

Reporting Partial Full-Time Equivalent (FTE) Students

In certain cases, only partial full-time equivalent (FTE) students are to be included in ADM. Specifically, ADM credit is only counted for the portion of the year in which a student was included on the rolls. For example, if a student spent a portion of the year in the regular school program and a portion of the year in a regional center, only the portion spent in the regular school is to be reported on the ADM report. This situation can be handled in one of the following ways:

- 1) only the appropriate portion of an FTE student can be included in the unadjusted ADM total on Line 1 of the ADM report;
- 2) the appropriate portion of an FTE student can be included in the appropriate subsection of Line 2 (only if the student is not already counted in Line 1); or
- 3) a full FTE can be reported on Line 1 and then the portion of time spent in the regional center (converted to a partial FTE) must be deducted from the appropriate subsection of Line 4.

Certain non-public school students enrolled on a part-time basis must also be reported as partial FTEs. Please review Line 2d. of the section titled "ADM Additions" below for specific instructions regarding non-public school students.

ADM ADDITIONS (LINES 2a. - 2f.)

Additions to ADM should be indicated as noted below provided they have not been included on Line 1, and are claimed in only one of the categories on lines 2a. through 2f.

- 2a. **Pupils for whom you pay tuition to another school division: These additions must be reported in the "ADM Additions - Tuition" sheet** - Please report, in the sheet labeled "ADM Additions - Tuition," the number of students for whom you pay tuition to another school division based on the total per pupil cost of education under a written contract with another school division (§22.1-5.C., Code of Virginia, as amended). Please list each school division to which your division made tuition payments in fiscal year 2003 and the number of students. You must confirm with each school division listed that the information you provided is accurate and you must verify that the other school division will report the same number of students on its worksheet for ADM deductions (see item 4f. under "ADM Deductions" on page 6 of this attachment).

Please Note: If you do not provide the requested information, you will not be able to complete the ADM data collection. The "ADM Additions - Tuition" sheet will automatically link to item 2a. on the "ADM Calc

Sheet" in the Excel template and the data will be added to your division's ADM for fiscal year 2003.

- 2b. **Disabled pupils ages 20 and 21** - Only include students if they are not postgraduate students and they are not over the age of 21 as of September 30, 2002.
- 2c. **Alternative Education Programs** - Include students in alternative education programs designed to help students acquire the knowledge and develop the skills and attitudes reflected in the goals of education for Virginia's public schools. The courses offered must be approved by the local school board in accordance with Board of Education regulations.
- 2d. **Nonpublic School Pupils** - Pursuant to §22.1-253.13:1 H., Code of Virginia, pupils who are either enrolled in a nonpublic school or who receive home instruction **and** who attend classes in the public schools on a part-time basis may be included in ADM on a prorated basis. The current appropriation act allows any student who is enrolled in any mathematics, science, English, history, social science, vocational education, health education or physical education, fine arts or foreign language course to be counted in ADM. Each course taken by such a student will be counted as 0.25 of a student, up to a cap of 0.5 of a student for ADM reporting.

Examples: Student A is enrolled in a private school but participates in a foreign language class provided by the public school. This student may be counted as 0.25 of a student in ADM. Student B is a home schooled student who is enrolled in two courses offered by the public school. This student may be counted in ADM as 0.5 of a student. However, because of the stated cap, if this student enrolls in a third class, this student may still only be counted as 0.5 of a student.

- 2e. **ISAEP Program** - Include pupils enrolled in an Individual Student Alternative Education Program (ISAEP) or other alternative program approved by the local school board pursuant to §22.1-254 D., Code of Virginia. **Please note, however, that only school-aged ISAEP students may be included in this total. Adult ISAEP students are not to be reported in ADM.**

2f. **Other** - You must specify and explain in the "Notes to ADM Additions" sheet. Examples of acceptable entries on line 2f. include:

- Pupils enrolled in a qualifying homebound instruction program, operating in accordance with Board of Education regulations (8VAC20-80-110).
- For reporting and auditing purposes, a) pupils enrolled in regional programs for whom you pay tuition and receive state Special Education categorical funding, or b) pupils placed in state-operated institutions. If you report such students on this line, you must be sure to include a corresponding deduction on Line 4d. or 4e.

Please Note: If you do not provide the requested information in the "Notes to ADM Additions" sheet, you will not be able to complete the ADM data collection.

ADM DEDUCTIONS (LINES 4a. - 4f.)

The effect of entering data on lines 4a. through 4h. is a deduction from the unadjusted ADM entered on Line 1 of the ADM report. Therefore, deductions reported on Line 4 should only be made if the totals on lines 1 or 3 include students within the categories listed below. Enter your deductions as positive numbers. The formulas in the worksheet will automatically deduct these students from your unadjusted ADM.

4a. **Postgraduate Pupils** - Report postgraduate students who remain in or return to school after receiving a diploma.

4b. **Pupils under age 5** - Report students who were under the age of 5 as of September 30, 2002, including both non-disabled and disabled pupils, who are not enrolled in the regular Kindergarten program during the school year pursuant to §22.1-199 C., Code of Virginia (such as those enrolled in preschool, Headstart, and similar programs). However, do not include any students whose fifth birthday occurred between October 1, 2002, and December 31, 2002, who are enrolled in the regular Kindergarten program after completing an appropriate readiness evaluation as provided in §22.1-199 C., Code

of Virginia. Such students may be included in March 31 ADM upon enrollment in the regular Kindergarten program.

- 4c. **Pupils age 20 and over** - Report students who were 20 years of age or older as of August 1, 2002. Do not include disabled pupils ages 20 and 21 if they are not postgraduate students and they were not over the age of 21 as of September 30, 2002, or students who are Limited English Proficient who entered school for the first time after reaching their 12th birthday and had not reached 22 years of age as of August 1, 2002.
- 4d. **Pupils in approved public special education regional programs or state-operated programs and institutions** - Report students for whom your school division receives State Special Education Categorical funding (except for students for whom you receive state Homebound funding), or who are enrolled in hospitals, detention homes, clinics, or other state-supported institutions (such as the Schools for the Deaf and the Blind, Woodrow Wilson Rehabilitative Center, or the mental health/mental retardation facilities).

PLEASE NOTE: Pupils residing in state institutions who are placed within the public schools also must be deducted from ADM pursuant to §22.1-215, Code of Virginia, and should be reported on line 4d.

- 4e. **Pupils in approved private special education schools** - Report pupils enrolled in private nonsectarian residential or private nonsectarian day schools for whom costs are included under the Comprehensive Services Act or for whom you receive State Special Education Categorical funding.
- 4f. **Pupils for whom you receive tuition from another school division: these deductions must be reported in the "ADM Deductions - Tuition" sheet** - Report students for whom your school division receives tuition payments based on a written contract for the total per pupil cost of education with another school division as provided in §22.1-5. C., Code of Virginia. Please list each school division that made tuition payments to your division and the number of students for whom payments were made in fiscal year 2003 on the "ADM Deductions - Tuition" sheet. You must confirm with

each division listed that the information you provided is accurate and you must verify that the other division will report the same number of students on its worksheet for ADM additions (see item 2a. on the "ADM Calc Sheet.")

Note: If you do not provide the requested information, you will not be able to complete the ADM data collection. The "ADM Deductions - Tuition" sheet will automatically link to item 4f. on the "ADM Calc Sheet" in the Excel template and the data will be deducted from your division's ADM for fiscal year 2003.

- 4g. **Pupils for whom you receive tuition from other sources (i.e., not school divisions)** Please refer to §22.1-5. A. and B., Code of Virginia, as amended.

PLEASE NOTE: A deduction in ADM is not required for school-age students who are residents of Virginia but who do not reside within the school division (§22.1-5. A.2., Code of Virginia), unless tuition in excess of the net local per pupil cost is charged, since Basic Aid "follows the pupil." For example, if your division charges tuition to a student who is not a legal resident of your school division, you do not have to deduct this student from ADM as long as the tuition you charge the student does not exceed the local per pupil cost of education. In addition, a deduction in ADM is not required for pupils of school-age who reside in a contiguous state or the District of Columbia that grants the same privileges to residents of the Commonwealth (§22.1-5. A. 4., Code of Virginia), unless tuition in excess of the net local per pupil cost is charged.

- 4h. **Other** - You must enter and explain any "other" deductions in the "Notes to ADM Deductions" sheet. For example, this line may be used to report pupils enrolled in programs that do not operate under the regulations and with the approval of the Board of Education, including children who attend sheltered workshops on a full-time basis in accordance with a valid Individual Education Program (see below for changes in sheltered workshop policies, which became effective July 1, 1987).

Effective July 1, 1987, only pupils attending sheltered workshops who meet all of the following standards are to be included in ADM:

1. Instruction offered to a school-aged disabled student in a sheltered workshop that is under the supervision of the local school division in which the student otherwise would be in attendance.
2. Instruction provided in a sheltered workshop for a disabled student that is congruent with the student's individualized education program (IEP).
3. Instruction provided in a sheltered workshop to a disabled student that is delivered by a certified teacher employed by a local school division.

All other students attending sheltered workshops on a full-time basis should be deducted from ADM and reported on Line 4h.

Please Note: If you do not provide the requested information in the "Notes to ADM Deductions" sheet, you will not be able to complete the ADM data collection.

INSTRUCIONS FOR CALCULATING KINDERGARTEN ADJUSTMENTS

Average daily membership for those school divisions operating kindergarten programs that are less than 5 1/2 hours per day in length and where the pupil to teacher ratio is greater than 30 to 1 will be adjusted to include only 85 percent of the Kindergarten ADM. This adjusted ADM will be used to determine entitlements for those accounts that are based on adjusted ADM per the current appropriation act. Specific instructions for making such adjustments are included in the sheet labeled "Kindergarten Adjustment" in the Excel file.