

**CHANGES AND CLARIFICATIONS TO THE MARCH 31, 2004
AVERAGE DAILY MEMBERSHIP (ADM) REPORT**

This document provides information regarding important changes and clarifications to the March 31 ADM Report.

GENERAL NOTE - The March 31, 2004, ADM is being collected by the department's Division of Information Technology as well as by the budget office. For the purpose of determining final Direct Aid entitlements to school divisions for fiscal year 2004, the March 31, 2004, data collection initiated by the budget office and addressed in this memorandum will be the official data collection.

The Division of Information Technology will collect March 31, 2004, ADM as part of the Spring Student Record Data Collection (see Administrative Superintendent's Memorandum No. 8, dated February 27, 2004, for further information). The Spring Student Record Data Collection will be used in future years to collect March 31 ADM for the purpose of determining final Direct Aid entitlements to school divisions; therefore, it is important that school divisions reconcile these two submissions with each other.

This reconciliation should be performed prior to submission of each report. If the process of reconciling ADM in the two data collections identifies discrepancies that cannot be identified and resolved, please contact the budget office at (804) 225-2025 for assistance.

Revisions to the official ADM count reported pursuant to this memorandum after the April 21, 2004, submission date must be resubmitted using the same procedures required for the original submission. Any additions to ADM identified after the submission deadline of April 21, 2004, will **NOT** be used to adjust final fiscal year 2004 Direct Aid entitlements unless the budget office receives them on or before **May 14, 2004**. Reductions to ADM may be submitted to the department at any time; however, school divisions are encouraged to submit these changes on or before May 14, 2004.

- o **ADM ADDITIONS (Line 2)** - Please note that there are now eight categories of ADM additions rather than six. Lines 2a. through 2e. on the Excel template have not changed from last year's submission. However, the following categories have been added, deleted, or altered in the Excel template:

Category	Descriptor	Comments
Line 2F. (last year's report)	Other	Replaced by Interstate Compact Placement - Attachment C incorporates the descriptive information previously included in this category under the section "CALCULATING UNADJUSTED ADM."
Line 2F. (last year's report)	Interstate Compact Placement	Include in this line those nonresident students placed by an out-of-state agency or a person who is the resident of another state in foster care or other custodial care or in a child-caring institution or group home. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.
Line 2g.	Out-of-state Student (contiguous state which offers the same privileges to Virginia students)	Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which grants the same privileges to Virginia residents may be counted in ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.
Line 2h.	Out-of-state Student (contiguous state which does not offer the same privileges to Virginia students)	See Line 2g. Students from contiguous states which do not offer the same privileges to Virginia students should be included here but will be deducted from ADM in Line 4h.

Please note that, in cases where a parent or legal guardian who is a resident of the Commonwealth pays tuition to a

school division where they are not a resident so that a student can attend a school in that division, the student should be counted in the "serving" division's ADM only. Only in cases where a school division is paying another division tuition for its student to attend school in the other division does the "sending" division count its student in ADM. The "sending" division should include these students on Line 2a. and the "serving" division must include the students as a deduction to their ADM on Line 4f.

Lines 2a. through 2h. are now designed to accept entries for full or partial student FTEs, depending upon the amount of time affected students have been assigned to the submitting school division. Totals displayed in line 3 "Subtotal: Total Additions to ADM" will round all data to the nearest whole student. Attachment C contains additional information on these changes.

- o **ADM DEDUCTIONS (Line 4)** - Please note that there now nine categories of ADM deductions. Lines 4a. through 4f. have not changed from last year's report. However, the following categories have been added or deleted:

Category	Descriptor	Comments
Line 4g.	Interstate Compact Placement	Include in this line those nonresident students placed by an out-of-state agency or a person who is the resident of another state in foster care or other custodial care or in a child-caring institution or group home. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.
4h.	Out-of-state student (contiguous state which does not offer the same privileges to Virginia students)	See Lines 2g. and 2h. Students from contiguous states which do not offer the same privileges to Virginia students should be included in line 2h. but will be deducted from ADM in line 4h.

4i.	Pupils from whom you receive tuition from other sources	Deduct any students for whom tuition was paid by a parent or legal guardian or outside entity who is not a resident of Virginia or in a contiguous state that grants the same privileges to Virginia students. See Attachment C for examples.
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Please note that lines 4a. through 4i. are designed to accept entries for full or partial student FTEs, depending upon the amount of time affected students have been assigned to the submitting school division. Totals displayed in line 5 "Subtotal: Total Deductions to ADM" will round all data to the nearest whole student.