

**INSTRUCTIONS FOR COMPLETING THE MARCH 31, 2004
AVERAGE DAILY MEMBERSHIP (ADM) REPORT**

The 2002-2004 appropriation act (Chapter 1042, 2003 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 direct aid 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 2003-2004 school term through the last school day in March 2004 (March 31, 2004). This document provides line-by-line instructions for completing the March 31, 2004, ADM Report (provided as an Excel template), including instructions for adjusting Kindergarten enrollment for half-day Kindergarten programs.

For your reference, the sections from the appropriation act, Code of Virginia, and Board of Education regulations that pertain to the reporting of ADM are provided in Attachment D. Please read all sections of Attachment D before completing the Excel template to ensure that your division's ADM is reported accurately. Appropriate supporting documentation must be maintained for each line of this report, in the event that a subsequent audit of ADM data is necessary.

CALCULATING UNADJUSTED ADM (LINE 1)

Report the March 31, 2004, 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 lines 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," which governs when a pupil

shall be considered withdrawn and, therefore, not included in ADM. This regulation is included in Attachment D.

You should include in ADM those students enrolled in qualifying homebound instruction programs, operating in accordance with Board of Education regulations (8VAC20-80-110).

You should also include in ADM, for reporting and auditing purposes, those students enrolled in regional programs for whom you pay tuition and receive state Special Education categorical funding, or students placed in state-operated institutions. ***However, if you report such students in ADM, you must be sure to include a corresponding deduction in either line 4d. or 4e.***

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, 2003, may be included in the unadjusted ADM total. However, any students enrolled in two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program whose fifth birthday occurred between October 1, 2003, and December 31, 2003, 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 currently be enrolled in Kindergarten. Students who are enrolled in pre-kindergarten programs are not to be counted in ADM, regardless of their age. If pre-kindergarten 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 Supts. 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 state-operated program, only the portion of the year 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 state-operated program (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 below titled "ADM Additions" for specific instructions regarding non-public school students.

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

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 2h. Please note that lines 2a. through 2h. 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 3 "Subtotal: Total Additions to ADM" will round all data to the nearest whole student.

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.

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 2004 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 7 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 March 31, 2004, ADM total.

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, 2003.

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 March 31 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 March 31 ADM reporting (pursuant to Item 147 A. 1. d. of Chapter 1042, 2003 Acts of Assembly).

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. **Interstate Compact Placement** - You must specify in this line those nonresident students who were placed in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

Please Note: If you report such students on this line, you must be sure to include a corresponding deduction on line 4g.

Examples: The Maine Department of Social Services places one kindergarten student and two seventh grade students in foster care with a Virginia resident. In this case, one student would be reported on line 2f. for kindergarten and two students would be reported on line 2f. for grades 1-12, for a total of three students. (*These students must then be deducted on line 4g.*)

- 2g. **Out-of-state student (contiguous state offering same privileges)** - 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.

Examples: Three students from a school division in West Virginia attend a school division in Southwest Virginia. The West Virginia school division offers the same attendance privileges to students from the Southwest Virginia school division. The three students would be counted in ADM.

- 2h. **Out-of-state student (contiguous state NOT offering same privileges)** - Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same privileges to Virginia residents cannot be counted in ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

Please Note: If you report such students on this line, you must be sure to include a corresponding deduction on line 4h.

Examples: Three students from a school division in Maryland attend a school division in Northern Virginia. The Maryland school division does not grant the same attendance privileges to students from the Northern Virginia school division. *The three students would be added to ADM in line 2h. but then deducted from ADM in line 4h.*

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

The effect of entering data on lines 4a. through 4i. 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. 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.

- 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, 2003, 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, 2003, and December 31, 2003, 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, 2003. 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, 2003, 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, 2003.
- 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 from 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 2004 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 March 31, 2004, ADM.

4g. **Interstate Compact Placement -** You must include as a deduction from ADM those nonresident students placed

in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

Please Note: If you reported such students on line 2f., you must be sure to include a corresponding deduction on line 4g. See examples under the instructions for line 2f above.

- 4h. **Out-of-state student (contiguous state NOT offering same privileges)** - Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same attendance privileges to Virginia residents are deducted from ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

Please Note: If you reported such students on line 2h., you must be sure to include a corresponding deduction on line 4h. See examples under the instructions for lines 2g. and 2h. above.

- 4i. **Pupils for whom you receive tuition from other sources**
- You should deduct from ADM any students for whom tuition was paid by a parent or legal guardian who does not reside in Virginia or by an outside entity that is not located in Virginia or in a contiguous state that grants the same attendance privileges to Virginia students. Examples of deductions in this category may include:
- o An international student whose parent/legal guardian is paying tuition to the receiving school division;
 - o An international student whose tuition to the receiving school division is paid by a foreign governmental entity;
 - o A student from Florida (noncontiguous state) whose tuition is paid by either a local Florida school division or by a parent/guardian residing in Florida.

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.

Please note that any special education positions assigned to instruct Kindergarten students should not be included in line 3 of the "Kindergarten Adjustment" worksheet.