Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents and School Business Officials
From: Dr. John Keller, Chief Information Officer & Melissa Ambre, Director of School Finance
Date: 8/31/21
Subject: Membership (ADM) Counts and Daily Attendance Data Verification

The Fall Membership Count (Average Daily Membership or ADM) drives funding for schools and will occur on 9/17/21. While the timing of this count is typical, there are nuances to the count this year which should be understood by all schools receiving funding through the ADM Count, including ME (public schools), MV (choice schools), and MA (schools serving adult students). Updates to Indiana Code will affect the reporting and calculation of funding for ADM this year (fall and spring). Please review the following changes for the 2021-2022 ADM Count carefully.

- Membership Data is being collected through the Data Exchange, IDOE's new data collection system. This data is reported automatically for most schools through a direct connection between schools' student information systems (SIS) to the IDOE's data systems. **For the 2020-2021 school year, data was submitted through the STN Application Center. Data will be submitted through the STN Application Center this year also, but it will only be used for comparison purposes. <u>The Data Exchange will be the system schools use to report and certify their data submissions.</u>**

- Per Indiana Code, all students will be reported as virtual or non-virtual. A student is considered virtual if 50% or more of their instructional days from the beginning of school to the 17th of September are conducted as remote or virtual learning days. **For the 2020-2021 school year there were three designations which included "Virtual Due to COVID-19". This year there are only two designations, "Virtual" and "Non-Virtual."**

- Per Indiana Code, , all students reported as "virtual" for the 2021-2022 school year will be funded at 85% of the foundation funding amount. **For the 2020-2021 school year there was a distinction in funding between students reported as "Virtual" (85%) and those reported as "Virtual Due to COVID-19" (100%). This year, there is no distinction: Virtual is Virtual.**

- Per Indiana Code, daily attendance data for each student will be used to validate the "Virtual" or "Non-Virtual" designation reported for each student on ADM. **PLEASE NOTE:** While students may only be designated as "Virtual or Non-Virtual" in the membership report, daily attendance data continues to use all the attendance codes available since last year including "*In Attendance*," "*Virtual*," "*Virtual Due to COVID-19*," etc. In general, the membership category for each student will be cross-checked with the daily attendance reported for each student. If the attendance data do not support the membership designation, an error will be reported in the Data Exchange and

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Page 1 of 3

that student will not be included in the funding calculation unless the data is corrected. **For the 2020-2021 school year, ADM counts were not cross checked with attendance data.**

Each school should submit data as early, and as frequently, as possible using the automated process which has been arranged with each school's Student Information System (SIS) provider. If your school does not yet have a system set up to submit data automatically to the Data Exchange, your staff must take additional steps to ensure all necessary data is submitted in a timely manner through a manual template upload process.

Daily attendance, which was collected from all schools for the first time at the end of last year, takes on a new importance in the ADM data collection cycle since attendance data will be used to validate ADM designations. In addition to ADM counts, accurate daily attendance will also directly affect the distribution of Pandemic Electronic Benefit Transfer (P-EBT) funds since eligible days for P-EBT reimbursement are predicated on the daily attendance reported by schools.

Finally, IDOE understands COVID-19 is affecting attendance patterns in schools as the 2021-2022 school year gets underway. We realize there is variation across schools in terms of how and when virtual options are provided, as well as in how local attendance policies address absences related to COVID-19. Accurate reporting of attendance data to reflect the reality in your school is essential.

As Indiana's schools work hard to keep students learning safely in person, we are in communication with the General Assembly in an effort to bring attention to concerns raised by school leaders regarding potential unintended financial penalties resulting from students being quarantined or testing positive for COVID-19.

Please contact us with additional questions.
- ADM contact - Melissa Ambre (mambre@doe.in.gov), Director of School Finance
- Data Exchange contact - dataexchange@doe.in.gov

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Page 2 of 3

Table 1: Possible results for ADM designation comparison with Attendance data along with remedies for the errors.

ADM Designation*	Attendance Records**	Student Status in Data Exchange	Impact on School ADM Count	Remedy
Student Reported as "Virtual"	No Attendance Records Reported	Error	Student is **not included** in Fall ADM Count	Report daily attendance data for the student consistent with the membership designation
Student Reported as "Virtual"	>50% of Attendance Records as "Virtual" or "Virtual Due to COVID-19"	Certified	Student is **included** in Fall ADM Count	None Needed
Student Reported as "Virtual"	<50% as "Virtual" or "Virtual Due to COVID"	Error	Student is **not included** in Fall ADM Count	Ensure correct attendance code is being used for each day of reported attendance Change the Membership Designation to Non-Virtual
Student Reported as "Non-Virtual"	No Attendance Records Reported	Error	Student is **not included** in Fall ADM Count	Report daily attendance data for the student consistent with the membership designation
Student Reported as "Non-Virtual"	<50% as "Virtual" or "Virtual Due to COVID-19"	Certified	Student is **included** in Fall ADM Count	None Needed
Student Reported as "Non-Virtual"	>50% as "Virtual" or "Virtual Due to COVID"	Error	Student is **not included** in Fall ADM Count	Ensure correct attendance code is being used for each day of reported attendance Change the Membership Designation to Virtual

The virtual and non-virtual designations for the spring ADM count in February should be based on the amount of a student's virtual instruction from the day after the Fall ADM count (9/17/21) to the day of the spring count in February. Attendance will be used to cross-check ADM designations in the spring as well.

** *The attendance checks against the ADM designation are based on the ratio of virtual days to total days as reported on the school's calendar submitted through the Data Exchange. The denominator for the calculation comes from the total school days from the start of school through 9/17/21. The numerator comes from the total virtual days (sum of "Virtual" and "Virtual Due to Covid-19" attendance codes).*

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Page 3 of 3