



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: School Superintendents, Charter School Directors, Business Managers, and Treasurers

From: Melissa K. Ambre, Director, Office of School Finance

Date: January 13, 2023

Subject: School Year 2022-2023 February Membership Count Date

Per Indiana Code 20-43-4-2, the spring membership count date of pupils enrolled in each school corporation and charter school is Wednesday, February 1. The Indiana Department of Education (IDOE) will use the spring membership count, as well as attendance data from September 17, 2022, through Wednesday, February 1, to determine the final count of virtual and nonvirtual students needed to calculate January to June 2023 Basic Grant distributions for school corporations and charter schools.

Additionally, IDOE will collect a full-time equivalency count of students from adult learner charter schools. The full-time equivalency count will be used to calculate January to June 2023 Adult Learner funds for the applicable charter schools.

Membership is certified through Data Exchange according to the following timeline:

- Census date is Wednesday, February 1.
- The initial copy date is Monday, February 6.
- The end date (certification) is Monday, February 13.

Keep in mind the following information:

- A student who is older than 22 years of age on count day and enrolled in a traditional public or charter school may not be counted for membership.
- A student reported for membership with attendance showing virtual instruction 50% or more of the time must also have a virtual education program association record.
- Students graduating mid-year may not be counted for membership.
- Students with an F-1 Visa status attending a public secondary school must pay the full, unsubsidized per capita cost of education.
- A student who is older than 22 years of age enrolled in an adult charter school referenced in I.C. 20-24-7-13.5 will still be eligible for funding.

Please refer to the [Data Exchange](#) for additional guidance concerning membership for enrollment and membership for adult learners.

If you have questions, please email us at schoolfinance@doe.in.gov.