Indiana Department of Education
SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: All Superintendents and Charter School Sponsors

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

DATE: August 21, 2009

SUBJECT: 2009-2010 Prime Time Data Sheet - Updated

Collection of Prime Time data for the 2009-2010 school year will be through the secured Application Center. School corporations will have an opportunity to submit files under the "Data Transfer" menu, review the processing results of the files for errors, and review the Prime Time Data Sheet in the Message Center for accuracy. Alternatively, a data entry form will be available under the "Data Transfer" menu and will also produce the Prime Time Data Sheet. A signed copy of the Prime Time Data Sheet must also be submitted no later than ***October 5, 2009***.

The data layout for this submission can be found at: http://doe.in.gov/stn/Sections/PT/PT.html.

The Application Center is a secured site requiring a user id and password. If you need assistance with the Application Center, please refer to the website at:
http://www.doe.state.in.us/stn/welcome.html

We ask that the person(s) responsible for submitting the data complete the Central Point of Contact (CPC) information to permit acknowledgement of receipt and to provide e-mail contact(s) to resolve any questions. Directions for completing the CPC for each school corporation can be found at: http://doe.in.gov/htmls/doe_cpoc.html.

School corporations should report individual classroom counts for the four Prime Time grades (K, 1, 2, and 3). Please report the **actual number of students, teachers and aides in the classroom on Part II (body counts)** of the Data Sheet. **On Part I of the Data Sheet kindergarten students should be counted as '.5 ' ADM (regardless of whether your corporation operates a full-day or half-day kindergarten program). The Part I Kindergarten totals should equal one-half of the Part II sum**. Totals in Grade 1-3 Part I should match compiled information from Part II.

Kindergarten teachers are counted as '.5 ' in Part I of the Data Sheet for each section that they teach and as '1' in Part II. Part II should reflect what the actual classroom resembles; 18 students, 1 teacher, and 1 aide. Prime Time instructional assistants should be reported as
All Superintendents and Charter School Sponsors

'.5' or '1' depending on their classroom assignments. A kindergarten instructional assistant who works with one teacher should be reported as '.5 ' in Part I for ***each section in which they work*** and '1' on Part II of the Data Sheet. An assistant assigned to a teacher on a half-time basis (a minimum of 2.5 hours) should be reported as '.5 '. An assistant assigned to one teacher who works on a full-time basis (5 hours or more) should be reported as '1'. **Only one Prime Time assistant may be assigned to a classroom at any given time and may work for no more than two teachers.**

During the past few years, as pull-out programs, such as Reading Recovery, have become more prevalent, schools have had questions regarding the use of pull-out teachers in their Prime Time counts. Under I.C. 20-43-9-1 thru 3 and 511 IAC 1-8, the Prime Time program was established to provide funding to public schools as a means of encouraging lower pupil/teacher ratios in kindergarten through grade three. While such teachers or aides may have involvement with a few students benefiting from a Prime Time classroom, their involvement does not benefit the whole class or lower the pupil/staff ratio of the classroom. **Teachers teaching Reading Recovery and other pull-out programs are <u>not</u> to be included in your Prime Time counts.** Prime Time aides are to be used to assist the classroom teacher, not to assist the pull-out teacher. In addition, the State Board's rule specifically excludes teachers in "specialized areas" such as art, music, physical education, and special education from being counted as Prime Time teachers.

Many schools have expressed difficulty in reporting classroom data for multi-age classrooms. Students in multi-aged classrooms should be counted as '1' and the teacher and aide prorated to reflect the proportion of students in that grade. For example, a teacher who teaches a first/second grade class with 12 first graders and 6 second graders would be counted as '.67 ' for the first grade and '.33 ' for the second grade.

Upon completion of the data submission through the Application Center, please print, sign and mail us a file copy of the report. If signature lines do not appear on your completed report, it means your report is not in balance between Part I and Part II. Please review the data and make corrections. A computer generated form without signature lines is not considered complete and will be returned to your corporation for corrective action.

If you have questions concerning the Prime Time data please contact us at our toll free number (866) 234-1414 or at (317) 232-0840.

Indiana Department of Education

Office of School Finance

2009-2010 Prime Time Data Sheet
Classroom Data for Grades K - 5

Corporation # _____ **Corporation Name** _____

PART I

ADM and STAFF by GRADE

	Grade	ADM	Teachers	Aides
Detailed in PART II	Kindergarten			
	Grade 1			
	Grade 2			
	Grade 3			
Aggregate Only	Grade 4			
	Grade 5			

1. **ADM** is the total number of students in each grade who are in the regular classroom more than 50 percent of the day. The Part I numbers should match the sum of the Part II numbers entered on the data sheet ***except for Kindergarten.*** Kindergarten students are counted as .5 each in Part I totals and as 1.0 (actual number in classroom) in PART II of the data sheet. (ADM count may not match count on form 30A.)

2. **Split Section**s should be indicated on the class line numbers that correspond to the split class. The teacher and aide should be prorated to reflect student population .

Example

PART I

Grade	ADM	Teachers	Aids
Kindergarten	20	1	1
Grade 1	32	1.75	0.75
Grade 2	48	2.25	1.25
Grade 3	40	2	

PART II

Class	Grade	ADM	Teacher	Aide	Number of Room in which this Aide Assists	Split Section (List Corresponding Class)
1	K	22	1.00	1	1	
2	K	18	1.00	1	1	
3	1	18	1.00			
4	1	9	0.45	0.5	1	5
5	2	11	0.55	0.5	1	4
6	3	20	1.00			

PART II

Classroom	Grade	ADM	Teacher	Aide	Number of Rooms This Aide Assist In	Split Section (List Corresponding Class)

I hereby certify that, to the best of my knowledge and belief, this report is true and accurate.

Superintendent Name (typed)

Superintendent (signature)

Telephone Number (Including Area Code)

Date

Prime Time Contact Person (typed)

Phone Number of Contact Person

Return to: Office of School Financial Management
Room 229 State House
Indianapolis, IN 46204-2798

Count Date: September 18, 2009

Due Date: October 5, 2009