

**MEMORANDUM****TO: Business Officers, Treasurers and Business Managers****FROM: Melissa K. Ambre, Director  
Office of School Finance****DATE: April 9, 2018****RE: Advancements from the Common School Fund**

The Office of School Finance will accept applications for construction and technology loans from school corporations and school corporation career and technical education schools from **April 11, 2018, through May 4, 2018**. Petitions must be received by the Office of School Finance by **May 4** to be considered.

Applications are available to school corporation career and technical education schools requesting an application for either construction or technology. The applications for school corporation career and technical education schools provide the Office of School Finance with the information it needs to determine each participating school's proportionate share of the loan.

Advances for construction and technology will be made according to the rank of school corporations/school townships that have the least assessed valuation per current ADM. If I.C. 6-1.1-20 is applicable, School Corporations must complete local processes required for approval of a project *before* submitting an application. Therefore, the school corporation must be in compliance with this provision prior to the submittal of a petition for advancement from the Common School Fund Construction Program and the Educational Technology Program. If applicable, a copy of the certification by the County Auditor must accompany the Common School Fund petition.

To determine the adjusted assessed valuation for a school corporation career and technical education school, the Office of School Finance will combine the adjusted assessed valuation and current ADM of all member school corporations to make the determination.

Pursuant to I.C. 20-49-4-18, for school corporations that are a part of an advance to a career and technical education school, the repayment obligation for each member school will be allocated using the number of students from each member school corporation that are enrolled in the career and technical education school in the year the advance is made. Additionally, the Office of School Finance will withhold the prorated share of the common school loan from the monthly tuition support payment for member school corporations.



**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

*Working Together for Student Success*

Construction and technology applications can be found in the Finance Community of the Learning Connection under Files and Bookmarks > Common School Loan folder or by emailing LaTrice at [lakers@doe.in.gov](mailto:lakers@doe.in.gov) or me at [mambre@doe.in.gov](mailto:mambre@doe.in.gov) .

Applications will be accepted by **email only**. Please scan and email completed applications to [CommonSchoolFund@doe.in.gov](mailto:CommonSchoolFund@doe.in.gov) **no later than 4:30 PM on Friday, May 4, 2018**.

If you have questions concerning the process, please contact LaTrice Akers or me at (317) 232-0840.