

TO: School Superintendents, Business Managers, and Charter School Treasurers

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

DATE: January 12, 2017

SUBJECT: February 1, 2018 Membership Count

This memorandum serves as a reminder that pursuant to I.C. 20-43-4 the second membership count date is **February 1, 2018**. Please be sure your building level personnel and technology area are aware of this count. *Please note that the February 1, 2018, Membership count is information only and will NOT be used in the FY2018 State Tuition Support formula.*

For the 2017-2018 school year, the required Average Daily Membership (ADM) data will be submitted by individual student record via the STN Application Center. The collection period begins on count day, February 1, 2018, and last until February 9, 2018. The cleanup phase begins February 10, 2018, and ends on February 16, 2018. During the cleanup phase, data can be submitted to update existing records and add new records only if the new record does not create a conflict. Sign-off only begins February 17, 2018, and ends February 23, 2017. Specific information related to opening and closing times can be found in the DOE-ME layout in the Data Collection and Reporting Community of the Learning Connection. Officials will download a membership summary report, sign it, and then upload the signed form in the STN Application Center.

The Superintendent/Director and other appropriate personnel must review and sign the Membership Summary Report, which reflects student counts by grade level and the total number of students reported as full-day kindergarten. If a kindergarten student is participating in a full-day kindergarten program, the student must be coded as such in Field 9 when submitting student level data. If properly coded, kindergarten students, who are participating in full-day kindergarten, count as one (1) student for membership. Kindergarten students not participating in a full-day kindergarten program count as one-half (1/2) student for membership. Remember, the Department will **NOT** use the February membership count in the FY2018 State Tuition Support formula.

If you have questions regarding this memorandum, please contact Amy Pattison, Assistant Director, at apattison@doe.in.gov or me at mambre@doe.in.gov.