

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

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

DATE: March 2, 2018

SUBJECT: FY2019 Average Daily Membership (ADM) Estimate

This memorandum is written to notify school officials that the IN Department of Education (IDOE) is requesting submission of estimated average daily membership (ADM) count for the FY2019 state tuition support formula.

Indiana Code 20-43-4-2 requires the IDOE to collect an estimate of the school corporation's ADM that will result from the count of eligible pupils in September 2018. **School corporation and charter school officials have from March 7th to March 28th to submit an ADM estimate.**

The ADM estimate should include students in grades K-12. If the IDOE does not receive an ADM estimate for a school corporation or charter school, IDOE may continue to use the fall 2017 ADM count until the September 2018 count is final. IDOE may choose to update and adjust the estimates provided. If a student **is** participating in a full day kindergarten program, the student counts as one (1) for ADM. If a student **is not** participating in a full day kindergarten program, the student will count as one half (1/2) for ADM. The IDOE will use the ADM estimate to calculate Basic Tuition Support and Complexity grant funding.

Officials will submit the ADM estimate in the School Finance Application Center (State Aid) at <https://stateaid.doe.in.gov/>. The Application Center is a secure site and a User-ID and Password are required. The User-ID is the 4-digit school corporation or charter school number and the password is the 4-digit PIN. Click on Corporation Information and then Fall Count Estimate. This link is on the left-hand side of the page. The ADM estimate will appear in two columns titled 2018-2019 IDOE Forecasted Data and 2018-2019 Corporation Forecasted Data. The 2018-2019 IDOE estimate represents the fall 2017 ADM count. If you have a better estimate of the 2018-2019 fall ADM count, please enter the count in the 2018-2019 Corporation Forecasted Data column. If no changes are made to the Corporation Forecasted Data column for ADM, the value in the Corporation Forecasted Data column will default to the IDOE count or an adjusted count. After all changes are made, click the Save All Changes button on the lower right-hand side of the screen.

For the Honors, Career and Technical Education, and Special Education grants, the IDOE will continue to use fall 2017 counts until fall 2018 counts are final.

Questions regarding this memorandum can be directed to Melissa Ambre at mambre@doe.in.gov or Amy Pattison at pattison@doe.in.gov.