

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

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

**DATE: January 10, 2020**

**SUBJECT: February 3, 2020 Membership Count**

This memorandum serves as a reminder that pursuant to I.C. 20-43-4 the second average daily membership (ADM) count date is **February 3, 2020**. Please be sure school building level and technology personnel are aware of this count. Please note that the February 3, 2020, membership count will be used to calculate January to June 2020 Basic Grant funding in the FY 2020 State Tuition Support formula.

For the 2019-2020 school year, the ADM data will be submitted by individual student record via the STN Application Center. The collection period begins on count day, February 3, 2020, and ends on February 12, 2020. The cleanup phase begins February 13, 2020, and ends on February 21, 2020. 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 22, 2020, and ends February 28, 2020. Specific information related to opening and closing times can be found in the DOE-ME data layout at the following link: <https://www.doe.in.gov/it/data-reporting>. 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 for membership.

**NEW: Field 10 Virtual student**

Field 10 was added to the membership layout this school year. The data field asks whether a student being reported is a virtual student. The field must be marked with a yes "Y" or no "N" as part of the data submission. A student is not considered a virtual student if the student is physically located in a school corporation building while receiving instruction, and a school corporation employee is accountable for the student and the student's course completion (or awarding of credit).

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