

To: School Superintendents and Business Officials in Indiana public, choice, and adult schools

From: Indiana Department of Education

Date: June 12, 2020

Re: Reporting Virtual Students on ADM for the 2020-2021 School Year

Current Indiana statute requires public schools reporting on Membership-ME (the ADM report) to indicate the status of each student with regard to virtual instruction. Students receiving more than 50% of their instruction virtually should be indicated as a virtual student. Students reported as virtual generate 85% of the foundation formula dollars for the reporting school corporation.

Due to the COVID-19 pandemic, schools are planning an array of virtual options for the 2020-2021 school year. IDOE expects there to be significant variety in the options schools utilize to keep students and staff safe while continuing to deliver strong instructional programs. There is concern that many of the options being considered may shift students past the virtual threshold described above (more than 50% of instruction is virtual). Given the fluid nature of school plans and the many unknowns about the long-term needs for social distancing or additional shutdowns, IDOE is providing guidance about how to report virtual students under these circumstances.

IDOE will be adding a "Virtual due to COVID" option for schools to use in reporting the virtual status of their students in the Fall and Spring ADM counts. Students who will receive 50% or more of their instructional programming provided through virtual/distance/remote learning *due to the contingency planning for COVID* will be reported as "Virtual due to COVID". The state will fund school corporations for these students at 100% of foundation. Students who are participating in virtual programs or virtual schools existing prior to the COVID-19 pandemic should still be reported as virtual students and will continue to generate 85% of the foundation funding amount.

This approach to reporting virtual status encourages accurate reporting of the instructional situation in each school in each semester while leaving in place the statutory expectation that students in virtual programs or schools existing prior to the pandemic will be funded at 85%.

If there are new programs or virtual schools being established to operate for the first time this school year (2020-2021) but not in response to COVID, the funding for students in these programs would remain at the 85% threshold and students would be reported for ADM purposes as virtual students.

FAQs

1. Is this guidance the final word on school funding for the 2020-2021 school year?

Answer: It is not. This guidance is based on the best current information available to IDOE. Conversations with state education policymakers are ongoing. Amendments to the budget, the statutory funding formula and related statutory language, or to the state funding available for schools is directed by the Indiana General Assembly and/or the State Budget Agency.

2. Can virtual programs or schools existing prior to the COVID 19 pandemic report students as “Virtual due to COVID”?

Answer: No

3. What is the threshold for determining the % of a student’s instruction is delivered virtually? Is it based on the instruction status on ADM day, September 18th?

Answer: It is impossible to predict the actual percentage of virtual instruction a student is going to receive in the Fall semester. Therefore, the designation of virtual status should be based on the instructional programming in place at the time of ADM reporting (including all of the school days up to and including count day). It is important that the virtual data point reflects actual current instructional delivery.

4. Which schools need to report the status of virtual students?

Answer: In the past, virtual status was only collected for public school students. There were reasons for this which included the fact that virtual schools were not eligible for choice vouchers. We believe that the question of virtual status due to COVID is a relevant data point for all Indiana students. Therefore, the IDOE is now collecting virtual status for all students (public, adult, and voucher recipients).

5. What is the reporting code for “Virtual due to COVID”?

Answer: For 2020-2021 the virtual status reporting codes are provided in the table below.

Data Collection	2019-2020	2020-2021
Membership Public (ME)	Is the student virtual? N = No Y = Yes	Is the student virtual? N = No Y = Yes C = Virtual due to COVID
Membership Voucher (MV)	Not reported	Is the student virtual? N = No C = Virtual due to COVID
Membership Adult (MA)	Not reported	Is the student virtual? N = No C = Virtual due to COVID

6. What are all the permutations of virtual status reporting available in the Fall 2020 ADM report ?

	Reporting during 19-20	Reporting during 20-21	Funding Consequence of 20-21 ADM reporting
Student reported in Membership Public (ME). Student attended a public virtual school or program prior to COVID and continues to attend the same school or program in 20-21 as of ADM count day (September 18th, 2020)	Virtual = Y	Virtual = Y	85% of Foundation
Student reported in Membership Public (ME). Student attended a public school in 19-20 and attends the same school in 20-21 with less than 50% of their instruction being virtual as of ADM count day (September 18th, 2020).	Virtual = N	Virtual = N	100% of Foundation
Student reported in Membership Public (ME). Student attended a public school in 19-20 and attends the same school in 20-21 with 50% or more of their instruction being virtual as a result of COVID contingency planning as of ADM count day (September 18th, 2020).	Virtual = N	Virtual = C	100% of Foundation (Recommended)
Student reported in Membership Public (ME). Student attended a public school in 19-20 and attends a newly formed virtual program or school full-time (not in response to COVID) in 20-21 as of ADM count day (September 18th, 2020).	Virtual = N	Virtual = Y	85% of Foundation
Student reported on Membership Adult (MA) and is continuing to attend the same program with less than 50% virtual instruction as of ADM count day (September 18th, 2020).	Not Reported	Virtual = N	100% of Foundation
Student reported on Membership Adult (MA) and is continuing to attend the same program with more than 50% virtual instruction as of ADM count day (September 18th, 2020).	Not Reported	Virtual = C	100% of Foundation (Recommended)
Student reported on Membership Voucher (MV) and is continuing to attend the same program with less than 50% virtual instruction as of ADM count day (September 18th, 2020).	Not Reported	Virtual = N	100% of Foundation
Student reported on Membership Voucher (MV) and is continuing to attend the same program with more than 50% virtual instruction as of ADM count day (September 18th, 2020).	Not Reported	Virtual = C	100% of Foundation (Recommended)

7. What happens if a student reported as a virtual student in prior ADM collections is reported as “Virtual due to COVID” in ADM collections during 2020-2021?

Answer: If students previously reported as Virtual are reported as “Virtual due to COVID” a reporting warning will be sent to the data submitter and these changes will be audited by the IDOE.

Questions about reporting ADM and virtual status can be directed to <https://www.doe.in.gov/help>