

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

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

DATE: February 28, 2020

SUBJECT: FY 2021 Average Daily Membership (ADM) Estimate

This memorandum is written to notify school officials that the IN Department of Education (IDOE) is requesting submission of an estimated ADM count for the FY 2021 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 2020. **School corporation and charter school officials have from March 4th to March 25th 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 estimate an ADM. If a student **is** participating in a full day kindergarten program, the student counts as one for ADM. If a student **is not** participating in a full day kindergarten program, the student will count as one-half for ADM. IDOE may use the ADM estimate to calculate funding for the Basic Grant.

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 2020-2021 IDOE Forecasted Data (virtual and non-virtual count) and 2020-2021 Corporation Forecasted Data (virtual and non-virtual count). IDOE used the fall 2019 virtual and non-virtual ADM counts as its estimate. If you have a better estimate of the 2020-2021 fall ADM count, please enter the count in the 2020-2021 Corporation Forecasted Data column. If no changes are made to the Corporation Forecasted Data column, 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 Honors, Career and Technical Education, and Special Education grants, the IDOE plans to use fall 2019 counts until fall 2020 counts are final.

New charter school personnel should contact Melissa for additional information. Questions regarding this memorandum can be directed to Melissa Ambre at mambre@doe.in.gov.