

TO: Superintendents, Business Managers, Directors, and Treasurers
FROM: Indiana Department of Education
RE: Updated Process for Signing off on the Fall Membership Summary Report
DATE: September 11, 2020

This memorandum provides additional information regarding the September 4, 2020 memo regarding the Fall Average Daily Membership (ADM) count. The previous memo included a [Fall 2020 Funding Matrix](#) that provided guidance regarding how prior virtual enrollments affect funding levels for the 2020 fall count. The purpose of this memorandum is to provide further information about how the funding reconciliation process will work and how schools will be able to review the funding levels generated by each student.

Virtual status codes reported in the Membership (ME) Summary Report in the Fall of 2020 will be cross-referenced by IDOE using the two-step funding test outlined in the amended State Board of Education (SBOE) rule (511 IAC 1-3). Reconciliation and cross-referencing of virtual data reported for each student may result in updates to the Membership summary virtual counts. It is possible the record for a student that is reported as Virtual COVID-19 would be moved to the Virtual Yes column on the Membership summary, depending on the two-step test outcome. (See [Fall 2020 Funding Matrix](#))

Verification of Membership Summary and Virtual Counts Reconciliation Guidance

1. Membership - Phase 1 - Submission of Data | Opens Friday, September 18, 2020

- a. Submit a record for each enrolled student identifying the manner of instruction the student is receiving.

2. Membership Phase 2 - Cleanup | Opens Wednesday, September 30, 2020

Data can be submitted to update existing records and **add new records ONLY** if the new record does not create a conflict. All **conflicts must be resolved** during the cleanup phase. Signoff is not allowed during this phase.

- a. Reconciliation of Virtual data will occur nightly during this reporting phase.
- b. Review Membership Summary each time data is submitted during this phase.
- c. To determine which STN ME records were moved to the Virtual No count on the Membership Summary, download Membership 2021 Period 1 data from the [STN Application Center](#) using the Retrieve Data functionality.
 - i. Retrieve Data is located under the Administration menu. Select Retrieve Data from the dropdown then select Membership 2021, Period 1.
- d. The Cleanup Phase closes at 11:59 pm EDT, Thursday, October 8.
 - i. **Signoff is not available** during this Cleanup Phase even if all conflicts are resolved.
- e. After the Cleanup Phase closes, one final reconciliation of virtual data will occur.

- 3. Membership Phase 3 - Signoff Only | Opens Friday, October 9, 2020 at 8:00 a.m. EDT**
- a. Verify Membership Summary counts following procedure detailed above to identify whether any STNs were moved to Virtual No count during reconciliation process.
 - b. Download the Central Office Membership Summary Report after all counts have been verified.
 - c. The Membership Summary Report must be signed by the Superintendent and Treasurer.
 - d. The signed Membership Summary Report must be uploaded via the STN Application Center by 4:00 p.m. EDT Friday, October 16.
 - e. IDOE will review signed summary reports for accurate signatures.

Questions concerning the review and sign-off process should be directed to [STN Help Desk](#).