

TO: Indiana School Leaders
FROM: Office of School Finance
RE: Update to June 12, 2020 Memo on Fall 2020 ADM Count
DATE: September 4, 2020

On September 2, the Indiana State Board of Education (SBOE) directed its executive director to modify the Indiana Administrative Code (511 IAC 1-3), aligning this rule with existing Indiana statute and further defining virtual instruction for the purposes of the Fall Membership (ME) count scheduled for September 18, 2020.

This memo addresses guidance from the Indiana Department of Education (IDOE) issued on June 12, 2020, regarding Reporting Virtual Students on ADM for the 2020-2021 School Year. While the general guidance on how to report using the virtual status options of Virtual (Y), Virtual Due to COVID-19 (C), and Non-Virtual (N) remains in place, the funding consequences of these designations must now be aligned to the newly modified Indiana Administrative Code.

It is important to note schools are expected to accurately report the virtual status of all students. The status of each student reported on the Fall Membership (ME) count on September 18 should reflect the reality of the student's virtual instruction status. **Schools should remember that this year's attendance data collected at the end of the school year for each individual student will be used to provide a cross-check to the virtual designations reported on membership counts.**

The funding implications of the SBOE rule will be applied to the accurate data schools submit to IDOE. IDOE will perform this application. In other words, schools should not attempt to report students on membership counts to align to the funding the school expects to receive for that student. The school should report an actual virtual status to IDOE and then IDOE will apply the SBOE rule to the data. Schools wanting to understand how the SBOE rule would affect the funding of a particular student should review the [Fall 2020 Funding Matrix](#).

In short, the virtual status codes in the ME report will be cross-referenced with the two funding tests outlined in the revised SBOE rule. If a student reported on Membership (ME) this fall was not a virtual student last year and is not enrolled in a school corporation which was fully virtual in February of 2020, the student will be funded at 100 percent of foundation. The [Fall 2020 Funding Matrix](#) provides further guidance regarding how prior virtual enrollments affect funding levels for the 2020 fall count.

The SBOE rule should have no effect on the funding level received by students on choice scholarships. These students will be reported on the MV collection as originally planned. Also, students reported for adult high schools on the MA collection will be reported as planned.

In the coming weeks, IDOE will provide further guidance about how the funding reconciliation process will work and how schools will be able to review the funding levels generated by each student.

Questions about reporting ADM aligned to a student's virtual status and/or this memo can be directed to [Melissa Ambre](#).