

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

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

**DATE:** September 4, 2020

**SUBJECT:** School Year 2020-2021 Average Daily Membership Count Dates

The Indiana Department of Education (IDOE) will collect an average daily membership (ADM) count of students in fall 2020 and spring 2021. (I.C. 20-43-4-2) The fall 2020 ADM count date of the eligible pupils enrolled in each school corporation and charter school is **September 18, 2020**, which is the second Friday after Labor Day. (511 IAC 1-3-1(h)). The spring 2021 ADM count date of the eligible pupils enrolled in each school corporation and charter school is **February 1, 2021**. Both counts will be used in the FY 2021 State Tuition Support formula to determine Basic Grant distributions to public school corporations and charter schools.

### **New Code Added to Field 10**

As specified in the DOE-ME Membership Layout, for the 2020-2021 school year, there is an additional variable in Field 10 Virtual Student. Field 10 requires school officials to identify a student according to the following question:

Is this a virtual school student? This field now includes three coding options, which are:

- Y = Yes
- N = No
- C = COVID -19 Virtual

Virtual (Y) a student for whom, of the instructional services that the student receives from the school corporation, at least fifty percent (50%) is virtual in nature, and the student would not satisfy the requirements of the COVID-19 report code, the student is coded as virtual.

- Membership Field #10 (Virtual) – report code ‘Y’ indicating Yes the student is a virtual student.

Non-virtual – if the student is both physically located in the school corporation building and there is a school corporation employee that is accountable for that student and the student’s course completion (or awarding of credit) then the student would not be considered virtual.

- Membership Field #10 (Virtual) report code 'N' indicating that the student is NOT a virtual student.

COVID-19 (C) – a student who receives fifty percent (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.”

- Membership Field #10- report code 'C' indicating that the student participates in virtual instruction in response to COVID-19.

If there are programs or virtual schools being established to operate for the first time during the 2020-2021 school year but not in response to COVID-19, students participating in these programs should be reported as virtual code 'Y' (Yes).

### **Students not reported for Membership**

Do **NOT** report students as KG on membership unless the student was at least five (5) years of age on August 1 of that school year. A student who is waived into KG under IC 20-33-2-7 may be counted for membership if the student is age five (5) by October 1, 2020 for the 2020-2021 school year.

Transfers In – Students who have legal settlement in another Indiana school corporation but who are enrolled and attending school in the school corporation.

Placements out – Students who have legal settlement in the school corporation who are attending another Indiana school corporation and were placed by Indiana county welfare offices, Indiana courts, Indiana licensed child-placing agencies, or by a parent or guardian in a licensed facility or foster home located in the other school corporation.

Out-of-state-students – Students who have legal settlement in another state and who are placed by their parents or by an out-of-state governmental entity in a facility, institution, or treatment center located in the corporation.

Indiana School for the Blind - Students who attend this school are not included in ADM Count unless student is enrolled in a public school for less than half a day. See Dual Enrollment scenario 11.

Indiana School for the Deaf- Students who attend this school are not included in ADM Count unless student is enrolled in a public school for less than half a day. See Dual Enrollment scenario 11.

Foreign Students with F1 Visa- Students in F-1 status attending a public secondary school must pay the full, unsubsidized per capita cost of education.

Students NOT enrolled on Sept. or Feb. Count dates – Students not enrolled and attending on Fall or Spring count dates are not reported on membership. Students may be counted for the Fall or Spring if they are enrolled and expected to be in attendance.

Seniors finishing GR requirements – Students who will be completing graduation requirements prior to October 1<sup>st</sup> and will be included on the previous year's GR report **are not** included in ADM Count.

Seniors graduating mid-year – Students graduating prior to Feb. 1 count are not to be reported in the Feb. 1 count.

Expelled general education students - A general education student who is serving an expulsion may only be counted on the ME report if the student is in attendance at the school on count day. If the student is not in attendance due to expulsion at the school on count day, then the student may not be counted on the ME report. Note: Special education students who are expelled on count day and receiving the special education services described in the student's IEP should be reported on the ME report.

Homeschool Students - Students that reside within their corporation boundaries and are withdrawn from the corporation to be homeschooled and are not receiving any educational services CANNOT be counted on membership.

Students receiving Title I services who are enrolled in a Non-Public school – Students receiving Title I services from the corporation but enrolled and attending a non-public school only cannot be counted as dual enrolled

Students receiving Special Education services only; NOT enrolled – Students receiving only services as described in the student's IEP but are not enrolled in the corporation (enrolled in a non-public or homeschool setting) are not reported for membership. This would also include students that come to the corporation for speech services only (minimal time each week) and are not enrolled and attending.

Incarcerated Students – Students receiving all educational services from an institution not reported on membership by the school corporation.

Adult Secondary Education -Students who participate in Adult Secondary Education may not be claimed on membership.

## **DOE-ME Membership Layout**

The DOE-ME Layout found at the following [link](#) under Data Layouts and provides details on reporting students for membership during the 2020-2021 school year.

If you have any questions concerning the count dates, please email [me](#).

115 W. Washington Street ■ South Tower, Suite 600 ■ Indianapolis, Indiana 46204

317.232.6610 ■ [www.doe.in.gov](http://www.doe.in.gov)