

Average Daily Membership

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What is ADM ?

- ARS 15-901 defines **ADM** as the total **Enrollment** of fractional students and **full time** students, minus withdrawals, of **each school day** through the first one **hundred days** or two hundred days in session as applicable for the current year.
- ARS 15-901 defines **ADA** as the **Actual Average Daily Attendance** through the first **one hundred days** or two hundred days in session, as applicable

ADM calculations

- **FTE test:** Determine the FTE of each student
- **Membership test :** Determine the membership days based on the 1st 100 days in the year
- **Absence Adjustment Test:** Determine whether the district or charter holder absences exceeds the absences threshold by dividing the ADM by ADA minus 1
- **Absence threshold for high school districts or high school charter holder is 8.5%. For elementary, common and unified districts or charter holders is 6%**
- **Calendars to ensure that SAIS recognize membership days for each day submitted**

ADM Formula

- $ADM = (FTE * \text{Membership days}) / 100$
- $ADA = (\text{Membership days} - \text{Absence Days}) / 100$
- $\text{Absence threshold} = (ADM/ADA) - 1$
- $\text{Adjusted ADM} = ADA * 1.085$ for High school districts
- $\text{Adjusted ADM} = ADA * 1.06$ for Elementary Common school districts and a Unified school district

Full Time Student Preschool

Preschool

- A preschool child is one who is enrolled in a program for preschool children with disabilities of at least 360 minutes each week. This program must meet at least three days per week for each child.
- Fractional enrollments are not applicable for preschool children

Full Time Student K-8

Hours enrolled as applied to a full year schedule

Grade Range	0	0.25	0.5	0.75	1
Kindergarten	<356	N/A	≥356 and <712	N/A	≥712
1 - 3	<178	≥178 and <356	≥356 and <534	≥534 and <712	≥712
4 - 6	<223	≥223 and <445	≥445 and <668	≥668 and <890	≥890
7 - 8	<267	≥267 and <534	≥534 and <801	≥801 and <1068	≥1068

Full Time Student 9-12

FTE	Annual Hours	Subjects	Weekly hours
1 FTE	Minimum of 720 hours	4 Subjects @ 123 hours each delivered over any number of days	At least 20 hours per week
0.75 FTE	Minimum of 540 hours	3 Subjects @ 123 hours each delivered over any number of days	At least 15 hours per week
0.50 FTE	Minimum of 360 hours	2 Subjects @ 123 hours each delivered over any number of days	At least 10 hours per week
0.25 FTE	Minimum of 180 hours	1 Subjects @ 123 hours each delivered over any number of days	At least 5 hours per week

ADM Example

- High School Student Enrolled in 3 subjects, for 612 hours and is scheduled to attend school 4 days a week for 17 hours a week for 144 days as follow:

Monday	Tuesday	Wednesday	Thursday
8-9 AM	8-9 AM	8-9 AM	8-9 AM
9-10 AM	9-10 AM	9-10 AM	9-10 AM
10-10:30 AM	10-11 AM	10-10:30 AM	10-11 AM
12-1 PM		12-1 PM	12-1 PM
1-2 PM		1-2 PM	1-2 PM

ADM Example

- $FTE = 612/720 = 0.85$. rounded down to 0.75 FTE
- Membership days = 100, Assuming the student started the fiscal year on day one and was enrolled for the entire 100 membership days
- $ADM = (0.75 * 100) / 100 = 0.75$ ADM

Absence Reporting K-8

A- If attendance is based on Quarter days		B- If attendance is based on half days	
Percent of Time Absent	Absence	Percent of Time Absent	Absence
Less than 25% of the instructional time	0	Less than .26 of the instructional time	0
25% of the instructional time	0.25		
Between 26% and 50% of the instructional time	0.5	Between .26 and .50 of the instructional time	.50
Between 51% and 75% of the instructional time	0.75		
Between 76% and 100% of the instructional time	1.0	Between .51 and 1.00 of the instructional time	1.0

9-12 Absence Reporting Method-1

- A.R.S. § 15–901 (A)(6)(d)
- The daily absence is calculated by dividing the number of classes attended by the total number of classes scheduled, and subtracting that value from 1. That result is then multiplied by the FTE.
- The absence that needs to be reported to SAIS is the daily absence rounded up to the nearest quartile fraction.

Absence Reporting 9-12

Method-1

Absence formula =

$$\text{FTE} * [1 - (\text{Number of classes attended} / \text{number of classes scheduled})]$$

Rounded up to the nearest quarter

Examples of absence reporting 9-12 method 1

Method 1	Part-time				
	2 Subjects or more, 360 hours a year and 10 hours a week				
Part time .50 FTE	M	T	W	R	F
Scheduled classes	3	2	1	3	1
Attendance classes	2	1	0	1	1
Absence classes	1	1	1	2	0
FTE	0.5	0.5	0.5	0.5	0.5
Daily Absence	0.166667	0.25	0.5	0.333333	0
Daily Absence reported to ADE(rounded up to the nearest quartile)	0.25	0.25	0.5	0.5	0

Absence reporting 9-12

Method-2

- A.R.S. § 15–901 (A)(6)(e)
- Each class is scheduled at least an hour long
- Each hour count as a quarter of attendance
- Absences are calculated based on hours of instructions and not attended classes

Absence reporting 9-12

Method-2

Reporting absences for students in grades 9-12 in schools with 5 days per week			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is	Then report daily absence amount
<1:00	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:00 - <2:00	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:00 - <3:00	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:00 - <4:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥4:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

Note: The reported amount of a daily absence may not exceed a student's full time equivalency.

Absence reporting 9-12

Method-2

Reporting absences for students in grades 9-12 in schools with 4 days per week			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is	Then report daily absence amount
<1:15	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:15 - <2:30	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:30 - <3:45	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:45 - <5:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥5:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

Note: The reported amount of a daily absence may not exceed a student's full time equivalency.

Absence Reporting 9-12

- LEAs have the option of which method to follow
- The option needs to be made at the beginning of the fiscal year
- The Method chosen shall be reported on the LEAs calendar to ADE
- Absences reported to ADE cannot exceed the FTE reported
- Absences shall be rounded up to the nearest quartile portion when reported to ADE

District Absence Adjustment

- High School District ADM is 1500
- High School District ADA is 1000
- To determine Absence Adjustment : ADM/ADA ,
 $1500/1000 = 150\%$ which is greater than 1.085%
- Adjusted ADM = $1000 * 1.085 = 1085$ ADM
- Adjusted ADM is calculated on the ADMS40-2 Report

Concurrency

- Concurrency is either overlapping enrollment or subsequent enrollment
- ADE is ratcheting down ADM for each student to 1 ADM except for a JTED relationships.
- Student enrollment in a JTED satellite campus and a member district is limited to 1.25 ADM.
- Student enrollment in a JTED main campus or centralized and a member district is limited to 1.75 ADM.

Concurrency Model

- Implemented by adjusting the FTE for those LEAs impacted during the daily overlap period.
- Applies to the following scenarios:
 - District / Charter enrollment overlaps.
 - JTED Satellite and member District enrollment overlaps.

Concurrency

- Applies to all entities regardless of type or overlap
- Limits ADM to 1.0 ADM (1.25 with Satellite JTED)
- JTED Main or centralized campus will not be limited to 1 ADM. ADE is in process to undo the limited model.

Concurrency Example -1

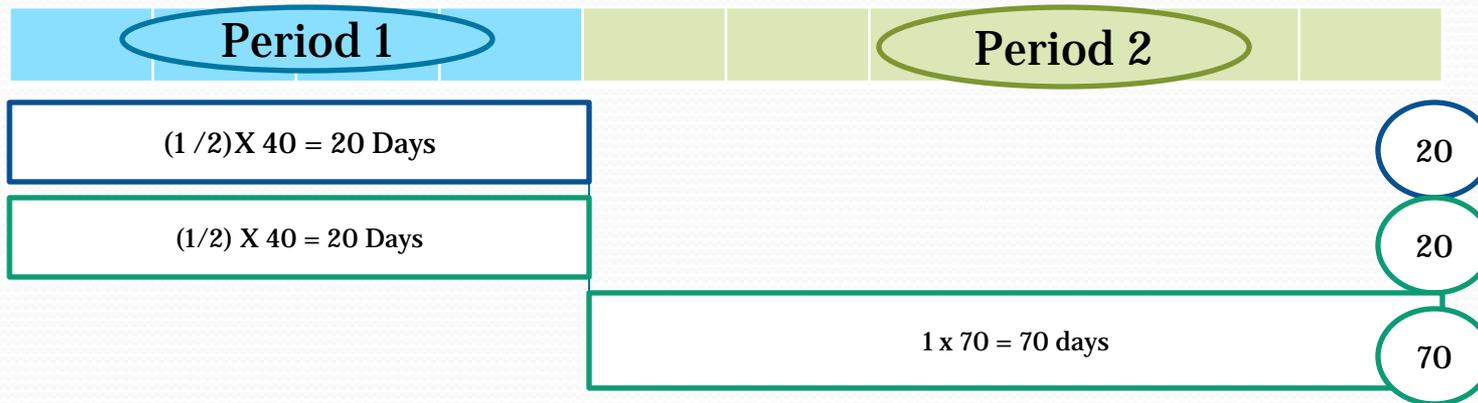
- A student is enrolled in 3 different schools throughout the fiscal year.
- All enrollments occur entirely within the first 100 days of each of the school calendars.
- The student has overlapping memberships in District School A and Charter School B in the first 40 days.
- Then the student withdraws from both schools on day 41 and enrolls in District School C on day 31 for 70 membership days.

Concurrency Example - 1

- The concurrency module will adjust the membership days of School A and School B to 20 Days each.
- School district : $40/2 = 20$ membership Days
- Charter School B: $40/2 = 20$ Membership Days
- The Limited Model will then adjust membership days for all three entities as follow:
- District School A: $(20/110) * 100 = 18.18$ Membership Days
- Charter School B: $(20/110) * 100 = 18.18$ Membership Days
- District School C: $(70/110) * 100 = 63.64$ Membership Days
- **Total 100 Membership Days**

Concurrency Example -1

- Charter School B: 1-40, FTE=1
- District C: 30-100, FTE =1
- District A: 1-40, FTE=1



- District A: $20/110 = 18.18$
- Charter B: $20/110 = 18.18$
- District C: $70/110 = 63.64$

Concurrency Example - 2

- District: 1-100, FTE=.75
- JTED Satellite: 1-100, FTE=.50
- AOI: 720 hours = 720/900 = 80 Membership Days

Period 1		Period 2		Annual Period
$.75 \times 40 = 30$ Days		$.75 \times 60 = 45$ Days	75	80
$.5 \times 40 = 20$ Days		$.5 \times 60 = 30$ Days	50	

- District: $75/205 \times 1.25 = .4573$
- Satellite: $50/205 \times 1.25 = .3049$
- AOI: $80/205 \times 1.25 = .4878$

Student Details Reports

- **SDADMS72 -Unadjusted student ADM Report:** includes details data about students submitted by district before aggregation
- **SDADMS 75-1- Adjusted Student ADM limit Report :** includes student details after aggregation
- **SDADMS 75-2- Concurrency and subsequent Enrollment Report:** includes students that are concurrently or subsequently enrolled in different LEAs
- **SDADMS 76- Funding Exclusion Report :** Includes students that are not fundable due to their status such as foreign students and tuition payer students
- **SDADMS 71- Student Membership by DOA Report :** includes detailed information about each student, membership, withdrawals and absences.
- **SDELL75-1- ELL Adjusted Membership Report by DOA:** includes students details after aggregation who are ELL.
- **SDSPED75-1: SPED Adjusted Membership Report by DOA :** includes students details after aggregation who are SPED.

Reports Reconciliations

- Once you upload your data, please check the status on submitted reports through Common Logon for potential failures.
- Once Integrity is completed, check the Student Integrity Status Report for potential failures.
- Once integrity and aggregation is completed the SDADMS75-1 report is created which includes the students that passed integrity and aggregation successfully and has been limited to 1 ADM.
- The SDADMS75-1 report should reconcile with the ADMS45-1 report.

Changes in statutes HB2385

- ADM: Average of 4 days Sept. 15, Nov. 15, Jan, 15 and Mar. 15
- Requires ADE to finalize ADM numbers by April 22nd
- Limit corrections of errors to 1 year
- Eliminate the excessive absence penalty
- Clarify FTE definition for ADM calculation
- Report absences every 60 days –not for funding purposes
- Withdrawal is effective on the last day attendance or excused absence.
- Reduce required instructional hours for 7&8th grades to 1000 hours
- Replace the absence adjustment language by school closures , same authority and requirements
- Effective FY2011-2012

Potential Changes in statutes HB2128 and HB2127

- Changes JTED ADM to attendance based on hours of attendance anytime during the year
- Limit Funding to JTED main campus and a traditional district up to 1.75 ADM with a maximum of 1 ADM for each
- Mirrors the AOI model for ADM calculations