

ADM15 – Student Adjusted ADM Report

The ADM15 (Student Adjusted ADM Report) displays membership interval level student information with the results of aggregation and limiting of data submitted to ADE. The Average Daily Membership (ADM) used in the school finance system is reported here as Limited ADM.

For reporting guidance see <http://www.azed.gov/finance/school-finance-external-guidelines/>

The screenshot shows the 'ADM15 - Student Adjusted ADM Report' interface. At the top, there are two dropdown menus: 'Fiscal Year' (set to 2017) and 'Local Education Agency' (set to 'Select an Option'). Below these is a section with a title 'ADM15 - Student Adjusted ADM Report' and an information icon. A text block explains the report's content and provides contact information for School Finance. Below the text are two more dropdown menus: 'Data Capture Date' and 'School(s)'. A 'View Report' button is located at the bottom right of this section. A minus sign icon is visible in the top right corner of the report area.

- (1) **Fiscal Year and Local Education Agency:** Select the fiscal year and Local Education Agency prior to selecting the reporting parameters. If you subsequently change the fiscal year you will need to re-select the desired reporting parameters.
- (2) **Reporting Parameters:** Users must choose a School and a data capture date from the drop-down menus. The data capture date is the day when integrity was run. Users can select prior dates if they wish to confirm that data updates are reflected in the ADM counts.
- (3) **View Report:** Click the “View Report” button to process your report request. You will be able to view the report and select other options for using the report.
- (4) **Collapse:** To provide more room for viewing the report, the **-** button collapses the interface. Click the **+** icon of a collapsed report to expand the search interface:

The screenshot shows the collapsed version of the 'ADM15 - Student Adjusted ADM Report' interface. It features a title bar with a plus sign icon. Below the title bar are two buttons: 'CSV' and 'Print'. At the bottom, there is a search bar with a 'Find | Next' button and a pagination indicator showing '1 of 2 ?'.

- (5) **CSV/Print:** Selecting **Print** displays the report in a print preview window; click the printer icon to print the report as it appears on the screen. Selecting **CSV** prompts to save or open the report as an Excel document. This allows sorting and filtering of results.

- [Click here for instructions on sorting and filtering using Excel](#)

Note: Output to PDF is not available with this report.

- (6) **Search:** Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted in blue. Click **Next** to find the next matching entry on the report.

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(7) **Navigation:** The and buttons move forward and backward, one page at a time. The and buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting **Enter** on the keyboard.

The following results are shown on the ADM15. Items marked in **blue** are values as reported by the LEA:

- **Execution ID:** Identifies the instance of the ADM calculation. Provided to assist in ADM reconciliation
- **ADM Type:** Defines the type of ADM
- **Fiscal year**
- **Data Capture Date:** Date and time the data was captured for Integrity
- **Resident Education Organization ID**
- **DOR Name:** District of Residence name
- **Attending Local Education Agency ID**
- **DOA Name:** District of Attendance name
- **School ID and School Name**
- **Aggregation Type Name:** Defines the type of ADM calculation:

1 – B&M (Brick and Mortar)	2 – AOI	3 – GCD
4 – DRP	5 – SPED	6 – ELL
- **State Student ID, Student Name, and Birthdate**
- **Membership Type, Special Enrollment Descriptor and Grade Level**
- **Track Number, Membership Entry Date and Membership Exit Date**
- **Reporting Period Name:** Descriptor of the reporting period
- **Homebound**
- **Fundable Interval:** Indicates whether the membership interval is fundable or not
- **Funding Type:** Explanation of why an interval is fundable or not
- **Membership Interval Start and End Dates:** Beginning and end dates for the membership interval
- **Days Enrolled in Period and Membership FTE**
- **Membership Days:** Number of days enrolled during the membership interval, multiplied by Membership FTE. According to Arizona Statute, preschool students with disabilities and kindergarten students are counted as one half of a full-time student. Therefore the membership days for these students is calculated by multiplying number of days enrolled by the membership FTE and then again by 0.5
- **Limited Membership Days:** Membership Days multiplied by the Limiting Factor
- **ADM Before Limiting:** Number of Membership Days divided by the number of days in the reporting period for the membership interval
- **Year-End ADM before Limiting:** Total number Membership Days in the interval divided by 100 or 200, depending on how the school defines the school the year
- **Limited ADM:** Number of Limited Membership Days divided by the number of days in the reporting period for the membership interval. This value **cannot** be summed across reporting periods to estimate the 1-100 day or 1-200 day ADM.
- **Limited Year-End ADM:** Total number of Limited Membership Days in the interval divided by 100 or 200, depending on how the school defines the school year. Membership days may be limited at the school, LEA, and/or state level. This value **can** be summed over reporting periods to estimate the 100 day or 1-200 day ADM.
- **Days Absent:** Count of days absent during the interval

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- **Limited Days Absent:** Absence Days multiplied by the Limiting Factor
- **Average Daily Attendance (ADA):** Represents the average number of days a Student was in attendance during a specific reporting period, calculated by subtracting the number of absent days from Membership Days and dividing that number by the total number of days in the reporting period.
- **SPED Support Weight Level:** Weights applied to ADM based on a student's special education needs

Contact School Finance with any questions at (602)-542-5695 or schoolfinance@azed.gov