# LMTADM25 Limited ADM Interval Report

The Limited ADM report provides a list of membership intervals that were reduced following limiting. Intervals that were not reduced following limiting are not included in this report. This report is intended to help LEAs understand how limiting can impact their Average Daily Membership.

(1) **Reporting Parameters:** Users must first choose a Fiscal Year and Local Education Agency (LEA). These parameters will remain even after leaving this report until a different Fiscal Year or LEA is selected.
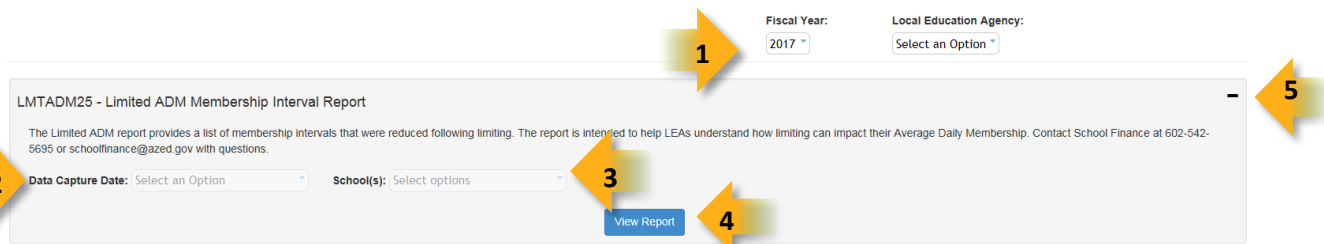

(2) **Data Capture Date:** After selecting a Fiscal Year and LEA users must select a data capture date. The data capture date is the day that integrity and aggregation was run.

(3) **School Level Permissions:** Users must also select the school or schools they would like to view. The list of schools in the selection box is determined by the users permissions.

(4) **View Report:** Queries results (shown on Page 2).

(5) **Collapse/Expand:** To provide more room for viewing the report, the **−** button collapses the interface. To expand click the **+** icon of a collapsed report to expand the search interface.

(6) **CSV/Print:** This report is a list of students with a large number of data elements. Users may find it most useful when they create the report as CSV and then using sorting/filtering features of an external application such as Microsoft Excel. Selecting **CSV** prompts to save or open the report as an Excel document. Selecting **Print** displays the report in a print preview window. Click the printer icon to print the report as it appears on the screen.

(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.

(8) **Find:** The user can type information like a student's last name into the search box and click "Find" to quickly find a particular student in the list if that student has an ADM interval that has been reduced during limiting.
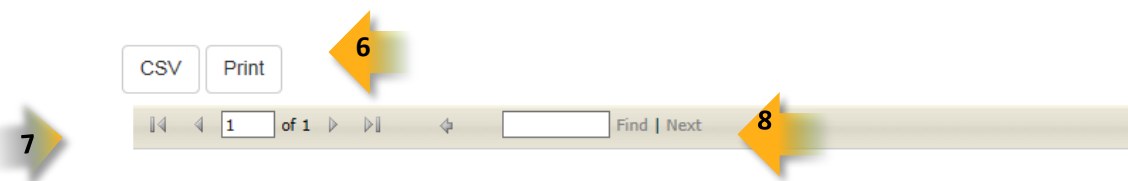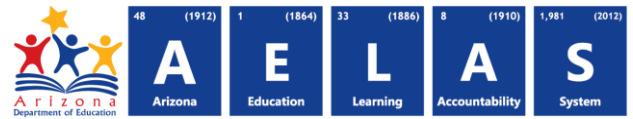
The following results are shown on the ADM15. Items marked in **blue** are values as reported by the LEA:

- **Execution Id:** Identifies the instance of the ADM calculation. Provided to assist in ADM reconciliation.
- **Fiscal Year**
- **Data Capture Date:** The date and time the data were captured for integrity.
- **District of Residence ID**
- **District Of Residence:** District of Residence Name
- **District of Attendance ID**
- **District of Attendance:** District of Attendance Name
- **School Id**
- **School Name:** School Name
- **ADM Aggregation Type:** Defines the type of ADM calculation: 1 - B&M, 2 - AOI, 3 - GCD, 4 - DRP
- **State Student ID**
- **Last SurName**
- **First Name**
- **Birth Date**
- **Membership Type**
- **Membership Entry Date**
- **Membership Exit Date**
- **Grade Level**
- **Membership Interval Start Date:** The start date of the interval.
- **Membership Interval End Date:** The end date of the membership interval.
- **Reporting Period:** Descriptor of the reporting period.
- **Membership FTE**
- **Membership Days:** The count of days during the membership interval multiplied by the membership FTE.
- **ADM Before Limiting:** The number of membership days divided by the number of days in the reporting period for the membership interval.
- **Year End ADM Before Limiting:** The total number of membership days in the interval divided by 100 or 200 depending on how the school defines the school year.
- **Limited Membership Days:** Membership Days multiplied by the limiting factor.
- **Limited ADM:** The number of limited membership days divided by the number of days in the reporting period for the membership interval. DO NOT sum the limited ADM across reporting periods to estimate the 1-100 day or 1-200 day ADM.
- **Limited Year End ADM:** The 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 1-100 day or 1-200 day ADM.

For reporting guidance see http://www.azed.gov/finance/school-finance-external-guidelines/
Contact School Finance (602-542-5695 - schoolfinance@azed.gov) with any questions.