

**INSTRUCTIONS FOR COMPLETING THE MARCH 31, 2001 AVERAGE  
DAILY MEMBERSHIP REPORT**

The 2000-2002 Appropriation Act (Chapter 1073, 2000 Acts of Assembly) provides for the use of average daily membership (ADM) in distributing the state shares of funding for Basic Aid and related accounts.

**Average daily membership is determined by dividing the TOTAL aggregate daily membership by the number of days school was in session, from the first day of the 2000-2001 school term through the last school day in March 2001.**

This average daily membership is to be adjusted for Kindergarten as explained below.

Appropriate supporting documentation must be maintained for each line of this report, in the event that a subsequent audit of ADM data is necessary.

Before completing the Excel template, please review §§22.1-1 through 22.1-5, 22.1-101.1, 22.1-199, 22.1-215, 22.1-218, 22.1-253.13:1 H., 22.1-254, and 22.1-254.1, Code of Virginia, as amended, and all instructions provided in the Excel template. For your convenience, copies of the code citations listed above are provided in Attachment C.

**INSTRUCIONS FOR CALCULATING KINDERGARTEN ADJUSTMENTS**

Average daily membership for those school divisions operating kindergarten programs that are less than 5 1/2 hours per day in length and where the pupil to teacher ratio is greater than 30 to 1 will be adjusted to include only 85% of the Kindergarten ADM. This adjusted ADM will be used to determine entitlements for those accounts that are based on adjusted ADM as provided in the appropriation act. Specific instructions for making such adjustments are included in the sheet labeled "Kindergarten Adjustment" in the Excel file.

**INSTRUCTIONS FOR CALCULATING UNADJUSTED ADM**

1. **Unadjusted ADM** - In Line 1 (Row 13) of the "ADM Calc Sheet," report the March 31, 2001, year-to-date average daily membership from all Virginia Teacher's Registers (the "Blue Book"). All data requirements are the same if your division uses computerized reporting or another system approved by the Department of Education in lieu of the Virginia Teacher's Register. When reporting unadjusted ADM on line 1, do not include students for whom tuition was paid to another division and do not deduct students for whom tuition was received from another division. These additions and deductions will be made in items 2a. and 4f. of the "ADM Calc Sheet." Please note the Board of Education Regulation 8VAC20-110-130 §1.13, "When pupil dropped from roll" that governs when a pupil shall be considered withdrawn and, therefore, not included in ADM. This regulation is included in Attachment C.

**NOTE:** Generally, only those children who will reach their fifth birthday on or before September 30, 2000, may be included in the unadjusted ADM total. However, any students enrolled in two-tiered, junior, or other developmentally appropriate pre-kindergarten programs or transition to first grade programs whose fifth birthday occurs between October 1, 2000, and December 31, 2000, may be enrolled in Kindergarten after an appropriate readiness evaluation has demonstrated that attendance in these programs will educationally benefit these children. (§22.1-199 C., Code of Virginia). Such students may be included in ADM upon enrollment in the regular Kindergarten program.

Also, a school division shall receive average daily membership credit for its students who participate in a dual high school/college enrollment program. (Reference Informational Supt. Memo No. 58, dated March 8, 1989.) However, no ADM credit is permitted if the student is not counted on any school division's teacher register, i.e., if the student is a full-time college student but not yet a high school graduate.

In addition, pursuant to §22.1-253.13:1 H., Code of Virginia, the following categories of pupils should only be included in ADM on a part-time basis on Line 2d.:

- Pupils engaged in home instruction by a parent in accordance with the provisions of §22.1-254.1, Code of Virginia; and
- Pupils attending classes in the public schools who are not enrolled as full-time students. Example: pupils enrolled in a private school who participate in advanced courses offered by the public school on a part-time basis.

**ADM ADDITIONS**

Additions to ADM should be indicated as noted below provided they have not been included on Line 1, and are claimed in only one of the categories on lines 2a. through 2f.

- 2a. **Pupils for whom you pay tuition to another school division: These additions must be reported in the "ADM Additions - Tuition" sheet** - Please report in the sheet labeled "ADM Additions - Tuition" the number of students for which you pay tuition to another school division based on the total per pupil cost of education under a written contract with another school division (§22.1-5.C., Code of Virginia, as amended). Please list each school division to which your division made tuition payments in fiscal year 2001 and the number of students. You must confirm with each school division listed that the information you provided is accurate and you must verify that the other school division will report the same number of students on its worksheet for ADM deductions (see item 4f. under "ADM Deductions" on page 6 of this attachment).

**Note:** If you do not provide the requested information, you will not be able to complete the ADM data collection. The "ADM Additions - Tuition" sheet will automatically link to item 2a. on the "ADM Calc Sheet" in the Excel template and the data will be added to your division's ADM for fiscal year 2001.

- 2b. **Disabled pupils ages 20 and 21** - Only include students if they are not post graduate students and they are not over the age of 21 as of September 30, 2000.

- 2c. **Alternative Education Programs** - Include students in alternative education programs designed to help students acquire the knowledge and develop the skills and attitudes reflected in the goals of education for Virginia's public schools. The courses offered must be approved by the local school board in accordance with Board of Education regulations.
- 2d. **Nonpublic School Pupils** - Include students who are either (i) enrolled in a nonpublic school or (ii) receiving home instruction pursuant to §22.1-254.1, Code of Virginia who, pursuant to §22.1-253.13:1 H., Code of Virginia, and Item 143 A. 1.d. of Chapter 1073 (2000 Acts of Assembly), are enrolled in a public school on less than a full-time basis in any mathematics, science, English, history, social science, vocational education, fine arts, foreign language, health education, or physical education course. Each course shall be counted as 0.25 per student in ADM, up to a cap of 0.5 per student in ADM.
- 2e. **GED Program** - Include pupils enrolled in a general education development preparatory (GED) program or other alternative program approved by the local school board pursuant to §22.1-254 D., Code of Virginia.
- 2f. **Other** - You must specify and explain in the "Notes to ADM Additions" sheet. Examples of acceptable entries on line 2f. include:
- 1) Pupils enrolled in a qualifying homebound instruction program, operating in accordance with Board of Education regulations.
  - 2) For reporting and auditing purposes, a) pupils enrolled in regional programs for whom you pay tuition and receive Special Education categorical funding, or b) pupils placed in state-operated institutions. If you report such students on this line, you must be sure to include a corresponding deduction on Line 4d. or 4e.

**Note:** If you do not provide the requested information in the "Notes to ADM Additions" sheet, you will not be able to complete the ADM data collection.

**ADM DEDUCTIONS**

ADM for the categories on Lines 4a. through 4h. should be indicated only if included on Line 1 or 3. Note: The effect of entering data on lines 4a. through 4h. is a deduction from the unadjusted ADM entered on Line 1 (row 13) of the "ADM Calc Sheet." Enter your deductions as a positive number. The formulas in the worksheet will automatically deduct these from your unadjusted ADM.

- 4a. **Postgraduate Pupils** - Include on line 4a. postgraduate students who remain in or return to school after receiving a diploma.
  
- 4b. **Pupils under age 5** - Include on line 4b. those students who are under the age of 5 as of September 30, 2000, including both non-disabled and disabled pupils, who are not enrolled in the regular Kindergarten program during the school year pursuant to §22.1-199 C., Code of Virginia (such as those enrolled in preschool, Headstart, and similar programs). However, do not include on line 4b. any students whose fifth birthday occurs between October 1, 2000, and December 31, 2000, who are enrolled in the regular Kindergarten program after completing an appropriate readiness evaluation as provided in §22.1-199 C., Code of Virginia. Such students may be included in ADM upon enrollment in the regular Kindergarten program.
  
- 4c. **Pupils age 20 and over** - Include on line 4c. students who are 20 years of age or older as of August 1, 2000. Do not include on line 4c. disabled pupils ages 20 and 21 if they are not post graduate students and they are not over the age of 21 as of September 30, 2000, or students who are Limited English Proficient who entered school for the first time after reaching their 12th birthday and have not reached 22 years of age as of August 1, 2000.
  
- 4d. **Pupils in approved public special education regional programs or state-operated programs and institutions** - Include on line 4d. those students for whom you receive State Special Education Categorical funding, or who are enrolled in hospitals, detention homes, clinics, or other state-supported institutions (such as the Schools for the Deaf and the Blind, Woodrow

Wilson Rehabilitative Center, and the mental health/mental retardation facilities).

**NOTE:** Pupils residing in state institutions who are placed within the public schools also must be deducted from ADM pursuant to §22.1-215, Code of Virginia, and should be included on line 4d.

4e. **Pupils in approved private special education schools -** Include on line 4e. those pupils enrolled in private nonsectarian residential or private nonsectarian day schools for whom costs are included under the Comprehensive Services Act or for whom you receive State Special Education Categorical funding.

4f. **Pupils for whom you receive tuition from another school division: These deductions must be reported in the "ADM Deductions - Tuition" sheet -** Include on line 4f. those students for whom your school division receives tuition payments based on a written contract for the total per pupil cost of education with another school division as provided in §22.1-5. C., Code of Virginia. Please list each school division from whom your division received tuition payments in fiscal year 2001 and the number of students for whom your division received tuition payments in fiscal year 2001. You must confirm with each division listed that the information you provided is accurate and you must verify that the other division will report the same number of students on its worksheet for ADM additions (see item 2a. on the "ADM Calc Sheet.")

**Note:** If you do not provide the requested information, you will not be able to complete the ADM data collection. The "ADM Deductions - Tuition" sheet will automatically link to item 4f. on the "ADM Calc Sheet" in the Excel template and the data will be deducted from your division's ADM for fiscal year 2001.

4g. **Pupils for whom you receive tuition from other sources** Please refer to §22.1-5. A. and B., Code of Virginia, as amended.

**NOTE:** A deduction in ADM is not required for pupils of school-age who are residents of Virginia but who do not reside within the school division (§22.1-5. A.2., Code of Virginia), unless tuition in excess of the net

local per pupil cost is charged, since Basic Aid "follows the pupil." For example, if your division charges tuition to a student who is not a legal resident of your school division, you do not have to deduct this student from ADM as long as the tuition you charge the student does not exceed the local per pupil cost of education. In addition, a deduction in ADM is not required for pupils of school-age who reside in a contiguous state or the District of Columbia that grants the same privileges to residents of the Commonwealth (§22.1-5. A. 4., Code of Virginia), unless tuition in excess of the net local per pupil cost is charged.

- 4h. **Other** - You must explain any entries made on this line in the "Notes to ADM Deductions" sheet. Examples of acceptable entries include: pupils enrolled in programs that do not operate under the regulations and with the approval of the Board of Education, such as children who attend sheltered workshops on a full-time basis in accordance with a valid IEP (see below for changes in sheltered workshop policies, which became effective July 1, 1987).

Effective July 1, 1987, only pupils attending sheltered workshops who meet all of the following standards are to be included in ADM:

1. Instruction offered to a school-aged disabled student in a sheltered workshop that is under the supervision of the local school division in which the student otherwise would be in attendance.
2. Instruction provided in a sheltered workshop for a disabled student that is congruent with the student's individualized education program (IEP).
3. Instruction provided in a sheltered workshop to a disabled student that is delivered by a certified teacher employed by a local school division.

All other students attending sheltered workshops on a full-time basis should be deducted from ADM and included on line 4h.

**Note:** If you do not provide the requested information in the "Notes to ADM Deductions" sheet, you will not be able to complete the ADM data collection.

As noted previously, additional reminders are included in the Excel template. Please review these carefully before proceeding with the report.