

UNDERSTANDING MARCH 31 ADM

WITHIN THE CONTEXT OF THE

STUDENT RECORD COLLECTION

Resources for Completing March 31 ADM

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Resources for Completing March 31 ADM

Instructions for Completing March 31 Average Daily Membership (March 31 ADM)

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 2015-2016 school term through the last school day in March 2016 (March 31, 2016). This document also provides instructions for completing the March 31, 2016, ADM including instructions for adjusting Kindergarten enrollment for half-day Kindergarten programs.

Law, Policy and Regulations

For your reference, the following resources are available for completing March 31 ADM.

Sections from the appropriation act, Code of Virginia, and Board of Education regulations that pertain to the reporting of March 31 ADM are available at the following Website:

http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml

Student Record Collection Codes, Scenarios, and Specifications

Explanations of the various tuition codes, disability codes, and other codes referenced in this document are available at the following Website:

http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml

How to Use this Guide

Please read all sections of these instructions prior to calculating your March 31, 2016, ADM to ensure that your division's March 31 ADM is reported accurately. Appropriate supporting documentation must be maintained for each line of this report, in the event that a subsequent audit of March 31 ADM data is necessary.

There is one section in this guide for each March 31 ADM calculation. For each calculation, a text reference is provided followed by the "formula" used to generate the addition or deduction. All formulas are defined in terms of the Student Record Collection. This should enable the division to verify the accuracy of the calculations on the verification report.

Interpreting the Codes in this Guide

Code	Meaning
< >	Not equal to
8/1	August 1 of current school year
9/30	September 30 of current school year
12/31	December 31 of current school year

Resources for Completing March 31 ADM

Definitions of Key Terms	
Term	Meaning
Local share of tuition	The local share of the total operational cost per pupil based on the composite index of the serving division
State share of tuition	The state share of the average daily membership (ADM) funding on a per pupil basis
Full tuition	The total operational cost per pupil for a serving division or private institution

Beginning Unadjusted March 31 ADM

Beginning Unadjusted March 31 ADM

The Beginning Unadjusted March 31 ADM calculation is the sum of March 31 ADM for all K-12 and postgraduate pupils except:

- disabled pupils ages 20 and 21
- pupils in alternative education programs
- non-public school pupils
- pupils in ISAEP
- pupils in home-based education
- private special education (does not include students funded by the Comprehensive Services Act)
- students funded with Comprehensive Services Act funds
- contiguous out-of-state students **with** the same attendance privileges
- inter-state compact placement
- contiguous out-of-state students **without** the same attendance privileges
- students in a virtual program delivered by an approved Multi-Division Online Provider (MOP)

In short, Beginning Unadjusted March 31 ADM is all students in kindergarten through postgraduate programs reported by your division MINUS the March 31 ADM additions.

Unadjusted March 31 ADM is displayed in the above manner in the verification report to provide divisions with detailed information from the data processed through the Student Record Collection.

Student Record Values for *Beginning Unadjusted March 31 ADM*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code= T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, or PG
Your division reports the student	Your division reports the student
The Serving School number < > 9999 when your division is the Serving Division	The Serving School number < > 9999 when your division is the Serving Division
GED Program Code < > 2	GED Program Code < > 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code < > 4 when the Serving School is a public alternative center or school	Tuition Code < > 4 when the Serving School is a public alternative center or school
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 10	Tuition Code < > 10
Tuition Code < > 11	Tuition Code < > 11

Beginning Unadjusted March 31 ADM

Notes: All dates reference the current school year.

School-age students are those who are:

- Less than 20 years old as of August 1st for regular education students
- Less than 22 years old as of September 30th for special education students
- Less than 22 years old as of August 1st for students receiving Limited English Proficient services

Kindergarten Students

Generally, only those children who reach their fifth birthday on or before September 30, may be included in the unadjusted March 31 ADM total. However, any student whose fifth birthday occurred between October 1, and December 31, may be enrolled in Kindergarten after an appropriate readiness evaluation has demonstrated that attendance in these programs would educationally benefit these children (§22.1-199 C., Code of Virginia). Any school that offers a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program, is required to conduct an appropriate readiness evaluation for students whose fifth birthday occurred between October 1, and December 31, for them to be enrolled in the regular Kindergarten program and then be counted in March 31 ADM.

Such students are not required to first be enrolled in a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program before they are tested. Any student may be tested and go straight to the regular Kindergarten program as long as the school offers a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program. Such students may be included in March 31 ADM upon enrollment in the regular Kindergarten program.

Dual Enrollment Students

A school division may include students who participate in a dual high school/college enrollment program in its unadjusted March 31 ADM (reference Informational Supts. Memo No. 58, dated March 8, 1989). However, no March 31 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).

Reporting Partial Full-Time Equivalent (FTE) Students

In certain cases, only partial full-time equivalent (FTE) students are to be included in March 31 ADM. Specifically, March 31 ADM credit is only counted for the portion of the year in which a student was included on the rolls.

Reporting students enrolled in a virtual program delivered by an approved Multi-Division Online Provider (MOP)

A student should be considered as part of a MOP if the virtual program delivers both the instruction and the curriculum by an approved MOP. Students who take virtual classes that are part of a division program that is internal to the division and that does not meet the definition of a MOP virtual program should be reported as MOP Flag = N.

Beginning Unadjusted March 31 ADM

When the MOP is a Third Party Vendor

Resident students who do not attend a brick and mortar school within the serving division and non-resident students in a virtual program delivered by an approved MOP will have an Active Code of V. Students who are residents of the serving division who also take classes at a brick and mortar school within the serving division and enrolled in a virtual program delivered by an approved MOP have an Active Code of A. Both resident and non-resident students of the virtual program delivered by an approved MOP will have a MOP Flag = Y.

School divisions that contract with virtual programs that include both the instruction and curriculum offered by an approved MOP but will report MOP students regardless of the number of students enrolled. The resident students taking virtual courses will have an Active Code of A or I as appropriate. The MOP flag will be Y.

When the MOP is a Virginia Public School Division

At this time, only York County, Chesterfield County and Loudoun County have division-established virtual programs that are approved MOPs. Both the resident and non-resident students of these divisions who are enrolled in these virtual programs are considered MOP. Use an Active Code of V for non-resident students and Active Code A or I as appropriate for resident students. The MOP Flag will be Y in both cases.

March 31 ADM Additions

Pupils for Whom You Pay Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees) to Another School Division in Virginia

Pupils for whom you pay tuition in excess of the local share of operational cost of the serving division under a written contract with another Virginia school division (§22.1-5.C., Code of Virginia, as amended).

Student Record Values for *Pupils for Whom You Pay Tuition in Excess of the Local Share* of the Serving Division to Another School Division in Virginia*

Kindergarten

Grade Code = KA, KP, or KG
 Your division is the Responsible Division
 Tuition Code = 5
 Active Code < > V
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
 If LEP, under 22-yrs old as of 8/1
 If special education, under 22-yrs old as of 9/30
 If regular education, under 20-yrs old as of 8/1

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
 Your division is the Responsible Division
 Tuition Code = 5
 Active Code < > V
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
 If LEP, under 22-yrs old as of 8/1
 If special education, under 22-yrs old as of 9/30
 If regular education, under 20-yrs old as of 8/1

Pupils for whom you pay tuition in excess of the local share of operational cost (including any application or processing fees) to another school division in Virginia who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

March 31 ADM Additions

Disabled Pupils Ages 20 or 21

The March 31 ADM of all disabled pupils who are 20 or 21 as of September 30th of the current school year.

Student Record Values for *Disabled Pupils Ages 20 or 21*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

Primary Disability Code is not blank and is not 15

Age is 20 or 21 as of 9/30

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

Primary Disability Code is not blank and is not 15

Age is 20 or 21 as of 9/30

Notes: Pupils with 504 plans are not included in any calculation of disabled pupils.

The following students are not included in this calculation.

- 20 or 21-year old disabled pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- 20 or 21-year old disabled pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- 20 or 21-year old disabled pupils from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: with Same Attendance Privileges* addition.
- 20 or 21-year old disabled pupils from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.

March 31 ADM Additions

Pupils in Alternative Education Programs

The March 31 ADM of all school-age pupils in alternative education programs where courses are approved by the local school board in accordance with Board of Education regulations.

Student Record Values for *Pupils in Alternative Education Programs*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Responsible Division

The Serving School must be a public alternative center or school

Tuition Code = 4

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Responsible Division

The Serving School must be a public alternative center or school

Tuition Code = 4

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

Notes: The following students are not included in this calculation.

- *20 or 21-year old disabled pupils in alternative education programs are included in the *Disabled Pupils Ages 20 or 21* addition.
- Governor's Schools are not Alternative Education Programs even though students attending those schools have a tuition paid code of 4. Students attending Governor Schools are not included in this calculation.

March 31 ADM Additions

Non-public School Pupils

Pursuant to §22.1-253.13:2 N., Code of Virginia, pupils who are either enrolled in a Non-public school or who receive home instruction **and** who attend classes in the public schools on a part-time basis may be included in March 31 ADM on a prorated basis. The current appropriation act allows any student who is enrolled in any mathematics, science, English, history, social science, vocational education, health education or physical education, fine arts or foreign language course to be counted in March 31 ADM. Each course taken by such a student will be counted in the funded March 31 ADM as 0.25 of a student, up to a cap of 0.5 of a student for March 31 ADM reporting (pursuant to Item 132 A. 1. d. of Chapter 3, 2012 Special Session I Acts of Assembly).

Student Record Values for *Non-public School Pupils*

Kindergarten

Grade Code = KA, KP, or KG

Your division reports the pupil

Non-public FTE = .25 or .50

Tuition Code < > 4 when the Serving School is a public alternative center or school

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division reports the pupil

Non-public FTE = .25 or .50

Tuition Code < > 4 when the Serving School is a public alternative center or school

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

March 31 ADM Additions

Notes: The following students are not included in this calculation.

- Non-public school pupils in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Non-public school pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- Non-public school pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Non-public school pupils from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: with Same Attendance Privileges* addition.
- Non-public school pupils from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.
- *Non-public school pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.

Clarification: Non-public school students enrolled by a school division for a qualifying on-line course not delivered by an approved MOP **may** be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.

March 31 ADM Additions

Pupils in the ISAEP Program	
School-age pupils enrolled in an Individual Student Alternative Education Program (ISAEP) or other alternative program approved by the local school board pursuant to §22.1-254 D., <u>Code of Virginia</u> .	
Student Record Values for <i>Pupils in the ISAEP Program</i>	
Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division reports the pupil	Your division reports the pupil
GED Program Code = 2	GED Program Code = 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code < > 4 when the Serving School is a public alternative center or school	Tuition Code < > 4 when the Serving School is a public alternative center or school
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
Tuition Code < > 13	Tuition Code < > 13
Active Code < > V	Active Code < > V
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 20-yrs old as of 9/30*	If special education, under 20-yrs old as of 9/30*
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

March 31 ADM Additions

Notes: The following students are not included in this calculation.

- Pupils enrolled in the ISAEP program in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Pupils enrolled in the ISAEP program whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- Pupils enrolled in the ISAEP program placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Pupils enrolled in the ISAEP program from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State students: with Same Attendance Privileges* addition.
- Pupils enrolled in the ISAEP program from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.
- *Pupils enrolled in the ISAEP program who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.
- Pupils enrolled in the ISAEP program who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

March 31 ADM Additions

Pupils in Home-based Education Program

The March 31 ADM of all school-age pupils who receive education at home due to a suspension, expulsion or other disciplinary action unrelated to the pupil's primary disability code or IEP.

Student Record Values for *Pupils in Home-based Education Program*

Kindergarten

Grade Code = KA, KP, or KG
 Your division is the Serving Division and the Serving School number is 9999
 GED Program Code < > 2
 Non-public FTE is blank
 Tuition Code < > 4 when the Serving School is a public alternative center or school
 Tuition Code < > 7
 Tuition Code < > 9
 Tuition Code < > 11
 Tuition Code < > 13
 Active Code < > V
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
 If LEP, under 22-yrs old as of 8/1
 If special education, under 20-yrs old as of 9/30*
 If regular education, under 20-yrs old as of 8/1

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
 Your division is the Serving Division and the Serving School number is 9999
 GED Program Code < > 2
 Non-public FTE is blank
 Tuition Code < > 4 when the Serving School is a public alternative center or school
 Tuition Code < > 7
 Tuition Code < > 9
 Tuition Code < > 11
 Tuition Code < > 13
 Active Code < > V
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
 If LEP, under 22-yrs old as of 8/1
 If special education, under 20-yrs old as of 9/30*
 If regular education, under 20-yrs old as of 8/1

March 31 ADM Additions

Notes: Pupils who are home bound and receiving educational services from the division due to a medical condition or an IEP are not part of the *Pupils in Home-based Education Program* addition.

The following students are not included in this calculation.

- Home-based pupils who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Home-based pupils who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- Home-based pupils in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Home-based pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- Home-based pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Home-based pupils from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: with Same Attendance Privileges* addition.
- Home-based pupils from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.
- *Home-based pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.
- Home-based pupils who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

March 31 ADM Additions

Pupils for Whom Full Tuition to a Private Institution Was Paid with Local Funds

Pupils for whom full tuition to a private institution was paid with local funds.

Student Record Values for *Pupils for Whom Full Tuition to a Private Institution Was Paid with Local Funds*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Responsible Division

GED Program Code < > 2

Non-public FTE is blank

Tuition Code = 3

5-yrs old as of 9/30 or 12/31 if completed
readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or
12

Your division is the Responsible Division

GED Program Code < > 2

Non-public FTE is blank

Tuition Code = 3

5-yrs old as of 9/30 or 12/31 if completed
readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

Notes: The following students are not included in this calculation.

- Pupils for whom full tuition to private institution was paid with local funds who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Pupils for whom full tuition to private institution was paid with local funds who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- *Pupils for whom full tuition to private institution was paid with local funds who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.

March 31 ADM Additions

Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds.

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds **and** who attend classes in the public schools on a part-time basis may be included in March 31 ADM on a prorated basis.

Student Record Values for *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Responsible Division	Your division is the Responsible Division
Tuition Code = 7	Tuition Code = 7

Notes: This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* calculation is displayed for your information only.

March 31 ADM Additions

Inter-state Compact Placement Agreement

Non-resident students who were placed in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

Student Record Values for *Inter-state Compact Placement Agreement*

Kindergarten

Grade Code = KA, KP, or KG
 Your division is the Serving Division
 Tuition Code = 9
 Active Code < > V

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
 Your division is the Serving Division
 Tuition Code = 9
 Active Code < > V

Notes: This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Inter-state Compact Placement Agreement* calculation is displayed for your information only.

Inter-state Compact Placement Agreement students who are part of a virtual program delivered by an approved Multi-division Online Provider are not included here but in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

March 31 ADM Additions

Contiguous Out-of-State Students: with Same Attendance Privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which grants the same privileges to Virginia residents may be counted in March 31 ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

Student Record Values for *Contiguous Out-of-State Students: with Same Attendance Privileges*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division and the Serving School number is not 9999

GED Program Code < > 2

Non-public FTE is blank

Tuition Code = 10

Active Code < > V

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division and the Serving School number is not 9999

GED Program Code < > 2

Non-public FTE is blank

Tuition Code = 10

Active Code < > V

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30*

If regular education, under 20-yrs old as of 8/1

Notes: The following students are not included in this calculation.

- Out-of-state pupils with the same attendance privileges as instate pupils who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Out-of-state pupils with the same attendance privileges as instate pupils who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- *Out-of-state pupils with the same attendance privileges as instate pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils ages 20 or 21* addition.
- Out-of-state pupils with the same attendance privileges as instate pupils who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

March 31 ADM Additions

Contiguous Out-of-State Students: without Same Attendance Privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same privileges to Virginia residents cannot be counted in March 31 ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

Student Record Values for *Contiguous Out-of-State Students: without Same Attendance Privileges*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division

Tuition Code = 11

Active Code < > V

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division

Tuition Code = 11

Active Code < > V

Notes: This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Contiguous Out-of-State Students: without Same Attendance Privileges* calculation is displayed for your information only.

March 31 ADM Additions

Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)

Students who are served by a virtual program delivered by an approved Multi-Division Online Provider (MOP). These include any students served by your division in a virtual program delivered by a MOP.

A Multi-Division Online Provider is:

- a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division;
- a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in grades K through 12 through those school boards;
- a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division (but ONLY IF more than 10 percent of the students enrolled in online courses are from outside of the division).

Student Record Values for Virtual Programs

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Active Code = V	Active Code = V

March 31 ADM Deductions

Postgraduate Pupils

Postgraduate students are pupils who remain in or return to school after receiving a diploma (Standard Diploma, Advanced Studies Diploma, or International Baccalaureate Diploma). **NOTE:** Special education students who do not receive one of the 3 recognized diplomas in the Standards of Accreditation (such non-recognized diplomas are the IEP diploma) may continue to be counted in March 31 ADM (if they return to school) until age 22 or until they receive an official diploma. School-age GED students who return for a regular diploma may also continue to be counted in March 31 ADM. Students who have received a GED, a General Advancement Diploma (GAD), Special Diploma, or a Modified Standard Diploma who are of school age should not be considered Postgraduate students. Students who have received a GED, a General Advancement Diploma, Special Diploma, or a Modified Standard Diploma, and are of school age and pursuing a Standard or Advanced Studies Diploma, should be included as part of March 31 ADM.

Student Record Values for *Postgraduate Pupils*

Kindergarten

N/A

Grades 1-12

Grade Code = PG
 Your division reports the student
 Tuition Code < > 7
 Tuition Code < > 9
 Tuition Code < > 11
 Tuition Code < > 13
 Active Code < > V

Notes: The following students are not included in this calculation.

- Postgraduate pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* deduction.
- Postgraduate pupils placed by an inter-state compact agreement are included in the *Interstate Compact Placement* deduction.
- Postgraduate pupils whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states offering the same attendance privileges to Virginia students are included in the *Tuition in Excess of the Local Share* Received from Contiguous Out-of-State Students: with Same Attendance privileges* deduction.
- Postgraduate pupils whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* deduction.
- Postgraduate pupils who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)* deduction.

March 31 ADM Deductions

Pupils under Age 5

Pupils who were under the age of 5 as of September 30 of the current school year, 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 any students whose fifth birthday occurred between October 1 and December 31 of the current school year 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 March 31 ADM upon enrollment in the regular Kindergarten program.

The Entry Date for these students must be their first day of regular kindergarten AFTER completing an appropriate readiness evaluation. The Aggregate Days Present and Aggregate Days Absent must reflect only the days in regular kindergarten AFTER an appropriate readiness evaluation has demonstrated that attendance in these programs would educationally benefit these children (§22.1-199 C., Code of Virginia).

A military child who falls under the provisions of the Interstate Compact, who is under the age of five as of September 30th, who registered for or enrolled in a regular Kindergarten program in the sending state prior to transfer, and who continues to enroll in a regular Kindergarten program in a Virginia school division (§22.1-360 Article IV D., Code of Virginia) **should not be deducted**.

Students who have not turned five years old by September 30 of the current school year, have NOT completed an appropriate readiness evaluation as provided in §22.1-199 C., Code of Virginia, and are enrolled in a regular kindergarten program should have an Kindergarten Readiness Assessment Flag of N.

Student Record Values for Pupils under Age 5

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division reports the student	Your division reports the student
Tuition Code <> 7	Tuition Code <> 7
Tuition Code <> 9	Tuition Code <> 9
Tuition Code <> 11	Tuition Code <> 11
Tuition Code <> 13	Tuition Code <> 13
Active Code <> V	Active Code <> V
Less than 5 years old on September 30 th	Less than 5 years old on September 30 th
KG Readiness Assessment Flag = N	KG Readiness Assessment Flag = N
Military Compact Statute Flag = N	Military Compact Statute Flag = N

March 31 ADM Deductions

Notes: The following students are not included in this calculation.

- Pupils under age 5 whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* deduction.
- Pupils under age 5 placed by an inter-state compact agreement are included in the *Interstate Compact Placement* deduction.
- Pupils under age 5 whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states offering the same attendance privileges to Virginia students are included in the *Tuition in Excess of the Local Share* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance privileges* deduction.
- Pupils under age 5 whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* deduction.
- Pupils under age 5 who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)* deduction.

March 31 ADM Deductions

Pupils Age 20 and over (over age pupils)

Students who are 20 years of age or older as of August 1, 2015; students in special education classes who are over the age of 22 as of September 30, 2015; and, students who are limited English proficient who entered school for the first time after reaching their 12th birthday and have reached 22 years of age as of August 1, 2015.

Student Record Values for *Pupils Age 20 and over (over age pupils)*

Kindergarten

Grade Code = KA, KP, or KG

Your division reports the student

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

If LEP, 22-yrs old or over as of 8/1

If special education, 22-yrs old or over as of 9/30

If regular education, 20-yrs old or over as of 8/1

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division reports the student

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

If LEP, 22-yrs old or over as of 8/1

If special education, 22-yrs old or over as of 9/30

If regular education, 20-yrs old or over as of 8/1

Notes: The following students are not included in this calculation:

- Pupils age 20 and over whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* deduction.
- Pupils age 20 and over placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* deduction.
- Pupils age 20 and over whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states offering the same attendance privileges to Virginia students are included in the *Tuition in Excess of the Local Share* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance Privileges* deduction.
- Pupils age 20 and over whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* deduction.
- Pupils age 20 and over who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)* deduction.

March 31 ADM Deductions

Pupils in Approved Public Special Education Regional Programs or State-Operated Programs and Institutions

Students for whom your school division receives state special education categorical funding (except for students for whom you receive state Homebound 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, or the mental health/mental retardation facilities).

PLEASE NOTE: Pursuant to §22.1-215, Code of Virginia, Pupils residing in state institutions who are placed within the public schools are also included in this deduction.

Student Record Values for *Pupils in Approved Public Special Education Regional Programs or State-Operated Programs and Institutions*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG Your division is the Responsible Division Either A. Tuition Code = 4 and the Serving Division is between 280 and 299, excluding Division 283* or B. Tuition Code = 2 Primary Disability Code is not blank and is not 15 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If special education, under 22-yrs old as of 9/30	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12 Your division is the Responsible Division Either A. Tuition Code = 4 and the Serving Division is between 280 and 299, excluding Division 283* or B. Tuition Code = 2 Primary Disability Code is not blank and is not 15 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If special education, under 22-yrs old as of 9/30

* Pupils attending regional division #283 (Northern Neck Regional Special Education Program) are not included in this deduction because they do not receive state regional tuition funding.

March 31 ADM Deductions

Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds.

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds **and** who attend classes in the public schools on a part-time basis may be included in March 31 ADM on a prorated basis.

If the state share of tuition to a private special education school is paid with Comprehensive Services Act funds, the CSA tuition code (7) is required. Do not use the paid tuition to a private institution code (3) for students placed in a private institution by CSA. Tuition code (3) should only be used for students whose tuition to a private special education program is paid with local funds only. Note: If you are serving a special education student who has an instructional aide funded by CSA, do not use tuition code (7). Since you are serving the student, no tuition code is required for such students.

Student Record Values for *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program was Funded with Comprehensive Services Act (CSA) Funds*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Responsible Division

Tuition Code = 7

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Responsible Division

Tuition Code = 7

Notes: This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* calculation is displayed for your information only.

March 31 ADM Deductions

Pupils for Whom You Receive Tuition in Excess of the Local Share* (Including any Application or Processing Fees) from Another School Division in Virginia	
Pupils for whom your school division receives tuition in excess of the local share of operational cost of the serving division from another school division in Virginia based on a written contract as provided in §22.1-5. C., <u>Code of Virginia</u> .	
Student Record Values for Pupils for Whom You Receive Tuition in Excess of the Local Share* (Including any Application or Processing Fees) from Another School Division in Virginia	
Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 5	Tuition Code = 5
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 22-yrs old as of 9/30	If special education, under 22-yrs old as of 9/30
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1
Active Code < > V	Active Code < > V
Notes: Pupils for whom you receive tuition in excess of the local share of operational cost of the serving division from another school division in Virginia who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the <i>Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)</i> deduction.	

March 31 ADM Deductions

Inter-state Compact Placement Agreement

Non-resident students placed in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state through an Inter-State Compact placement agreement. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

Student Record Values for *Inter-state Compact Placement Agreement*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division

Tuition Code = 9

Active Code < > V

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division

Tuition Code = 9

Active Code < > V

Notes: This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. *The Inter-state Compact Placement Agreement* calculation is displayed for your information only.

Inter-state Compact Placement Agreement students who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (including any application or processing fees)* deduction.

March 31 ADM Deductions

Tuition in Excess of the Local Share* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance Privileges

Pursuant to §22.1-5 A.4., Code of Virginia, non-resident students from a contiguous state with the same attendance privileges to Virginia residents are deducted from March 31 ADM if the serving school division receives tuition in excess of the local share of operational costs. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

Student Record Values for *Tuition in Excess of the Local Share** Received from Contiguous Out-of-State Students: with Same Attendance Privileges

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 13	Tuition Code = 13
Active Code < > V	Active Code < > V

Notes: This calculation should only include contiguous out-of-state students with the same attendance privileges for whom your division has received tuition in excess of the local share of operational costs. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Tuition in Excess of the Local Share* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance Privileges* calculation is displayed for your information only.

Contiguous Out-of-State Students with the same attendance privileges who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)* deduction.

March 31 ADM Deductions

Contiguous Out-of-State Students: without Same Attendance Privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same attendance privileges to Virginia residents are deducted from March 31 ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

Student Record Values for *Contiguous Out-of-State Students: without Same Attendance Privileges*

Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division

Tuition Code = 11

Active Code < > V

Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division

Tuition Code = 11

Active Code < > V

Notes: This calculation should only include contiguous out-of-state students without the same attendance privileges. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Contiguous Out-of-State Students: without Same Attendance Privileges* calculation is displayed for your information only.

Contiguous Out-of-State Student without the same attendance privileges who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)* deduction.

March 31 ADM Deductions

Non-Contiguous State or Territory Outside of the United States and Foreign Exchange Students Charged with Tuition in Excess of the Local Share* (Including any Application or Processing Fees)

Students that do not reside in Virginia and are not from a contiguous state that grants the same attendance privileges to Virginia students.

Foreign exchange students should be included as an ADM deduction if the school division receives tuition in excess of the local share of operational costs for the student. Pursuant to §22.1-5 A.3., Code of Virginia, if a foreign exchange student has been approved by the local school board, and the school division receives no tuition or tuition less than or equal to the local share of operational costs, then the student should not be included as part of this deduction.

For example: A student from Florida (noncontiguous state) attending school in a school division in Virginia should be included in this deduction.

For example: A foreign exchange student attending school in a school division that receives tuition that is in excess of the local share of operational costs should be included in this deduction.

For example: A foreign exchange student whose attendance has been approved by the local school board and the school division receives tuition that is less than the local share of operational costs for the student should **NOT** be included in this deduction.

Student Record Values for *Non-Contiguous State or Territory Outside of the United States and Foreign Exchange Students Charged with Tuition in Excess of the Local Share* (Including any Application or Processing Fees)*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 12	Tuition Code = 12
Active Code < > V	Active Code < > V
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 22-yrs old as of 9/30	If special education, under 22-yrs old as of 9/30
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

Non-contiguous State or Territory students who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)* deduction.

March 31 ADM Deductions

Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)

Students who are served by a virtual program delivered by an approved Multi-Division Online Provider (MOP) for whom you receive tuition in excess of the local share of the serving division's operational cost. Also included in this deduction are students enrolled in a virtual program delivered by an MOP who are post-graduate students, under age 5, age 20 and over, or placed through an Interstate Compact Placement Agreement.

A Multi-Division Online Provider is:

- a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division
- a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in grades K through 12 through those school boards
- a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division (but ONLY IF more than 10 percent of the students enrolled in online courses are from outside of the division)

Student Record Values for *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share* of the Serving Division (Including any Application or Processing Fees)*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 or PG
Your division is the Serving Division	Your division is the Serving Division
Active Code = V	Active Code = V

Final Unadjusted and Adjusted March 31 ADM

Unadjusted March 31 ADM

The Unadjusted March 31 ADM calculation is:

Beginning Unadjusted March 31 ADM **plus** March 31 ADM additions **minus** March 31 ADM deductions.

Adjusted March 31 ADM

Average daily membership for those school divisions operating kindergarten programs that are less than 5½ hours per day in length and where the division level Kindergarten pupil to teacher ratio is greater than 30 to 1 will be adjusted to include only 85 percent of the Kindergarten March 31 ADM. This adjusted March 31 ADM will be used to determine entitlements for those accounts that are based on adjusted March 31 ADM per the current appropriation act.

Contact Information

Educational Information Management Office

For questions regarding the Student Record Collection, how to code specific pupils, and the results of the calculations, please contact Educational Information Management at (804) 786-3112 (option 4) or mail to: resultshelp@doe.virginia.gov.

Details and publications regarding the Student Record Collection can also be found at:

http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml

Budget Office

For questions regarding the appropriation act language, Code of Virginia, or Board of Education regulations, please contact Budget Office at (804) 225-2025.