

# Attendance & Enrollment



Idaho State Department of Education

# School Age (I.C. 33-2001)

“School Age” is defined as including all persons resident of the state, between the ages of five (5) and twenty-one (21) years. The age of five years shall be attained when the fifth anniversary of birth occurs on or before the **first day of September** of the school year in which the child is to enroll in kindergarten.

The Attorney General states that once the child is properly enrolled, it is within the discretion of school officials thereafter to change that placement if it is in the child’s best interest.

# A Full Day/Session of Attendance

## For Kindergarten

**Two and one-half (2.5) or more hours of instruction** (excluding lunch periods, breaks, passing time, recess, etc.,) is a full session of attendance.

## For Grades 1-12

**Four (4) or more hours of instruction** (excluding lunch periods, breaks, passing time, recess, etc.,) is a full day of attendance.

A school day may be counted as a “day in session” when the school is open and students are present and **under the guidance and direction of teachers in the teaching process.**

(IDAPA 08.02.01)

Please be advised that Alternative Learning Environment cannot count student attendance when that student is on vacation with a parent , or in a foreign country.



## Preschool Students:

- Kindergarten students who are of Kindergarten Age, who are recommended to be in a Preschool program, are reported as preschool students
  - Report them as preschoolers
    - Higher unit divisor for these students.
      - 14.5 instead of 40.

ISEE Reporting: identify them at grade level = PK

# A Half Day/Session of Attendance

- For Kindergarten
  - There is **no** half session. Any session that is **less than** two and one-half (2.5) hours is recorded as a vacation session.
- For Grades 1-12
  - At least two and one-half (2.5) hours, but less than four (4) hours of instruction is recorded as a half day (.5).
  - Less than two and one-half (2.5) hours is recorded as a vacation day.



(IDAPA 08.02.01)

# Kindergarten Attendance

- For half day kindergarten students who attend either a morning session schedule 1 or an afternoon session schedule 2, their daily attendance will be reported as a 0.5 each day of attendance and their calendar will also be a 0.5 for each day.
- For kindergarten students who attend full days both the morning and afternoon session their daily attendance will be a 1.0 each day of attendance and their calendar will also be a 1.0 each day.
- It is important to set up your calendars to match your kindergarten attendance schedules.

# Kindergarten Schedule

## Kindergarten Schedule Numbering System

- |  |   |
|--|---|
| 1) AM only - every day                               | 4) M,W, every other F (2 sessions/day)  |
| 2) PM only - every day                               | 5) T,Th, every other F (2 sessions/day) |
| 3) Wk 1 - M,W,F and<br>Wk 2 - T, Th (2 sessions/day) | 6) AM & PM (full day) - every day       |
|  | 7 & above) all other schedules          |

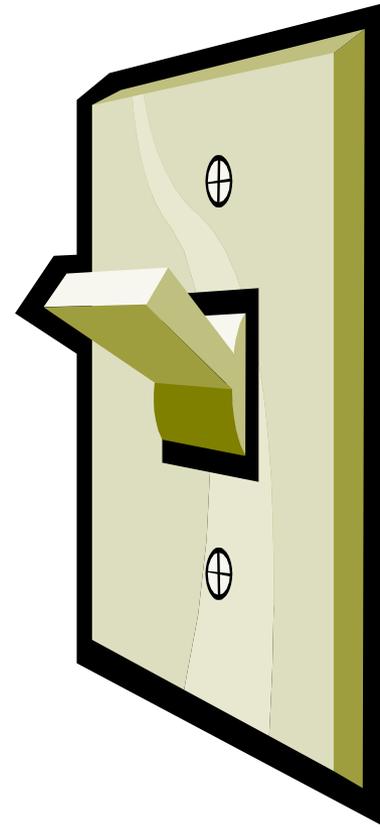
- Use the Kindergarten Schedule code that reflects how the kindergarten students are attending.
- **A separate calendar must be assigned in ISEE for each schedule within a building.**
- Do **not** combine students who are attending different schedules on one calendar.

# Only Three Settings on this Switch!

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## For grades 1 – 12

- 4 or more hours is a 1.0
- 2.5 to 3.99 hours is a .5
- 0 to 2.49 Hours is a 0



**Tardy and part-time**

# Aggregate Attendance & ADA

- Aggregate Attendance is the cumulative total of students physically present that week.
  - Reported daily attendance will be aggregated by the week and reporting period.
- ADA - the aggregate number of days enrolled students are **present**, divided by the number of days of school..." I.C. 33-1001

**Note: No student shall generate more than one (1.0) ADA.**



# Homebound Students

- (I.C. 33-1003A) A homebound student is any student who would normally and regularly attend school, but due to illness or accident that necessitates an absence from school for more than ten (10) consecutive school days, the school district may include homebound students in its total attendance, provided that academic instruction has been given by appropriate certified professional staff employed by the district.
  - Typically medical reason and or doctor driven
- **Note:** Beginning on the eleventh (11) homebound day and thereafter, the student may be included in the total aggregate attendance.
  - Books and assignments are sent home and you will keep reporting them in full attendance until they are released by the doctor to return to school

# Detention Center Attendance

- The approved Juvenile Detention Center will report attendance on these students, as the students are under the instruction and guidance of a certificated instructor at the Juvenile Detention center
  - While the student is in the Detention Facility and not present in the school, you will **NOT** record attendance at the district school or Charter School while they are at the Detention Facility
  - *Students detected for double attendance will be reduced to 0 and the benefit will go to the Detention Facility*

# Early Graduates

- 1) Report continued Attendance on four year students who graduate early to get continued funding:
  - Students who graduate mid school year of their senior year (by December & have petitioned the board to graduate early)
  - Students on Mastery Advanced Placement Program (MAPP)
  - Dual Credit for Early Completers
  - 8 in 6 program participants
- Create attendance in the second semester based on their first semester's attendance (**will not be perfect attendance**). Use course code 86000 Early Graduate, any certified staff can be assigned using code 86000, not HQT. At end of year must have exit code 4A Regular Graduate

# *Attendance for Graduates Released Early*

The instructional time requirement for 12<sup>th</sup> grade students may be reduced by action of a local school board for an amount of time not to exceed eleven (11) hours of instruction time. (I.C. 33-512)

For those students released early due to graduation, please record their attendance as the average weekly attendance prior to graduation.



# Public Dually Enrolled

- A Public dually enrolled student is any student attending more than one traditional public school, public charter school or public virtual school.
  - It is up to the two public schools to work out how the ADA will be divided and or to set up tuition agreements.
    - Note: You must use a Regular Calendar and report time in .5 and 1.0 following the rules of daily attendance reported using 2.5 hours and up to 3.9 hours = .5 and 4.0 hours and greater = 1.0 day of attendance.
  - It is important to exit your students and not report attendance when the student is not there.
  - Be careful to not identify a student as a homeschooled or private schooled student, when they are dually enrolled in another district and or charter and not identified as a homeschool or private school student.
    - Note: any student aggregating to greater than 1 ADA and is identified as a homeschool or private school student by the other district, will result in the district who identified them as private/homeschooled losing their reported attendance and or advantage of the reported attendance.
- Note: No student shall generate more than one (1.0) ADA.
- ISEE reports: Allocated Enrollment and Greater than 1 ADA report allow each district to identify these students by EDUID assignments, Enrollment and Attendance. Please run these reports after the submission period deadlines, to quickly correct misreported attendance.

# Homeschoolers or Non Public Dually Enrolled Students

- Those students who are not educated in a public school and who also attend classes at a public school are considered dually enrolled students.
- A dually enrolled student must attend at least two and one half (2.5) hours per week to be included in the school's weekly aggregate attendance.



## Example

Sally, a home instructed student, enrolls in music class that is held for 55 minutes, 5 days a week and she attends class all week:

Total minutes of attendance (55 minutes x 5 days) = 275

Total hours of attendance (275 divided by 60) = 4.58

Aggregate hours of attendance (4.58 divided by 4) =  
1.15 rounds to 1.0

Use a DR Calendar and report the students attendance in hours + assign an appropriate Grade Level and identify them as phSchool = yes

*Important: Grade level has to be assigned for attendance to be reported.*

VIP

# Homeschool/Private School Students

## **Regular Home School/Private School Students:**

- Grade Level = Assign a grade level to the student
- phSchool = Y
- Report Attendance

## **Home School/Private School Students taking IDLA Classes:**

- Grade Level = Assign a grade level to the student
- phSchool = Y
- Report Attendance

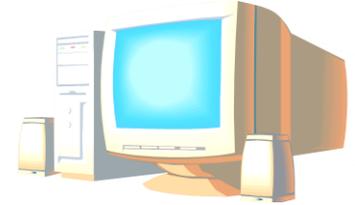
## **Home School/Private School Special Ed Services only Students:**

- Grade Level = NG (*formerly known as Grade level PH*)
- phSchool = Y
- SpecialEd = Y
- Do not report attendance

*For all other special circumstances regarding Special Ed, Homeschooled/Private Schooled students, please contact Shannon or Pam 332-6840 for guidance.*

# Other Types of Reporting

## IDLA Attendance:



Idaho Digital Learning Academy (IDLA) Students who take online classes from the state run program.

- 1) Add and include these hours to your student's daily hours.
- 2) For Private/Home School students, use a DR
  - Calendar & report instruction hours for attendance to the tenth and the calendar must show maximum instructional hours for the day.

# Alternative School Programs

## Alternative School Programs:

- Calendar Type A: attendance for Alternative Secondary School must report instructional hours for attendance to the tenth and the calendar must show maximum instructional hour for the day.
- Hours are converted into ADA.
- Full Time Equivalent is based on 25 hours a week.

# Regular Alternative Secondary School Programs

(IDAPA 08.02.03.110: I.C. 33-1002: 33-1002C:and 33-1002F)

- State funding of alternative secondary school programs conducted during the regular school year should be limited to those that enroll enough properly identified At-Risk secondary students to ensure twelve (12) or more full-time equivalent students for the school year (one full-time equivalent is based on **twenty-five (25)** hours per week). A full-time equivalent At-Risk Youth is a student (or combination of students) in attendance for nine hundred (900) hours for grades 7-12 (excluding breaks, lunch hours, passing time, etc.) during the school year.

**An At-Risk youth is any secondary student (7-12 grade) who meets any three of the following criteria (a-e) (IDAPA 08.02.03.110)**

- a. Has repeated at least one (1) grade
- b. Has absenteeism that is greater than ten percent (10%) during the preceding semester.
- c. Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.
- d. Has failed one (1) or more academic subjects.
- e. Is two or more semester credits per year behind the rate required to graduate.

**At-Risk Students**  
**or any one of subsection f through l.**  
**(IDAPA 08.02.03.110)**

- f. Has substance abuse behavior.
- g. Is pregnant or a parent.
- h. Is an emancipated youth.
- i. Is a previous dropout.
- j. Has serious personal, emotional, or medical problems.
- k. Is a court or agency referral.
- l. Upon recommendation of the school district as determined by locally developed criteria for disruptive student behavior.

# Alternative School Programs require Approval from SDE each year to operate

- To qualify for alternative secondary school program funding, school districts shall make initial application on forms approved by the State Department of Education and must receive the approval of the State Superintendent of Public Instruction.
  - Due date is April 30<sup>th</sup> for Alternative Summer School programs
  - Due date is July 1<sup>st</sup> for Regular Alternative School programs

# Support Unit Calculation

## I.C. 33-1002

### COMPUTATION OF SECONDARY SUPPORT UNITS

Average Daily Attendance Minimum  
Attendance Divisor Units Allowed

750 or more.....	18.5.....	47
400 - 749.99 ADA .....	16.....	28
300 - 399.99 ADA. . . . .	14.5.....	22
200 - 299.99 ADA .....	13.5.....	17
100 - 199.99 ADA .....	12.....	9
99.99 or fewer .....	Units allowed as follows:	
Grades 7 - 12 .....	8	
Grades 9 - 12 .....	6	
Grades 7 - 9 .....	1 per 14 ADA	
Grades 7 - 8 .....	1 per 16 ADA	

Must have an Average Daily Attendance of 12 or more to use the divisor of 12. Not enrollment of 12.

### COMPUTATION OF ALTERNATIVE SCHOOL SECONDARY SUPPORT UNITS

Pupils in Attendance ~~Attendance Divisor~~ Minimum Units Allowed

12 or more .....	12. ....	1 or more as computed
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# Before Running an Alternative Secondary Program

- Submit application to SDE prior by due date and gain approval.
  - [https://www.sde.idaho.gov/site/alternative\\_schools/](https://www.sde.idaho.gov/site/alternative_schools/)
  - Contact: Michelle Clement Taylor 332-6963  
[mtaylor@sde.idaho.gov](mailto:mtaylor@sde.idaho.gov)
- Only grades 7-12 are funded.
- Programs must be approved before they will be funded.
  - This also includes Summer Alternative School Programs

# Calculating Adjusted Aggregate Average Daily Attendance (ADA) for Alternative Secondary

- In the ISEE uploads attendance for Alternative Secondary School must report instructional hours in the attendance to the tenth and the calendar must show maximum instructional hour for the day.
- Hours are converted into ADA.
- Remember Full Time Equivalent is based on 25 hours a week.

To Calculate Units for Regular Alternative School Program:

Divide the calculated ADA by the unit divisor of 12 (need at least 12 students)

Example 4 day a week program:

Total aggregate student hours	9,253.50	
Days in Session	$\div 35$	
Total Hours	<u>264.39</u>	
Divide by 4 day program	$\div 6.25$	(5 day substitute 5)
ADA	<u>42.30</u>	
Divide ADA by a divisor of 12	$\div 12$	
Support Units Generated	<u>3.53</u>	

# Summer Alternative Secondary School

- State funding for alternative secondary school summer programs shall be limited to those that provide a minimum of two hundred twenty-five (225) hours of instructional time, (excluding breaks, lunch hours, passing time, etc.). A full-time equivalent summer session At-Risk Youth is a student (or combination of students) in attendance for two hundred twenty-five (225) hours during the summer session

# Summer Alternative Secondary Unit Calculation

To find Average Daily Attendance (ADA) for Summer  
Take the total aggregate summer hours of attendance, divide by 225  
(Full Time Equivalent for summer alternative programs)

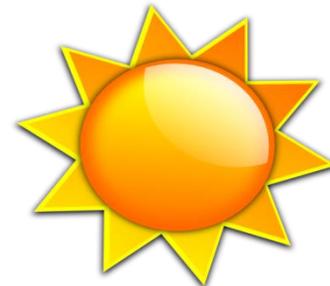
To Calculate Units for Summer  
Divide the calculated ADA by the unit divisor of 40

Example:

Total aggregate student hours for the summer	29714
Divide it by Full Time Equivalent 225	<u>÷ 225</u>
Aggregate ADA	132.06
Divide by Unit Divisor of 40	<u>÷ 40</u>
Number of Units for Summer Program	3.30

# *Summer School Reporting*

- All Summer school programs need to be submitted with the following
  - August Manifest – no cumulative uploads
  - Use Your Summer School Program Number (not the regular school year number)
  - Unique Calendar ID (ID cannot be used any other time)
    - Summer Alternative Calendar Type = SA + report in hours
    - Summer Detention Calendar Type = SR + report in days
    - Summer Remediation Calendar Type = SR + report days



# RECORDING ATTENDANCE

***Recording Attendance at the Building Level*** = Uniform reporting (I.C. 33-120)

The state superintendent of public instruction shall prescribe forms and format for uniform accounting for financial and statistical reports and performance measurements to provide consistent and uniform reporting by school districts.

***SDE Recommends;*** that attendance records should be maintained and kept on file at each school building. Each Classroom Teacher should be recording Elementary attendance twice daily (a.m. and p.m.) and Secondary attendance should be recorded for each class period throughout the day.

***SDE Recommends;*** that attendance should be reviewed daily and audited weekly by building personnel to insure proper attendance reporting to the State Department of Education.

# Dropouts

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- Please Review the Attendance and Enrollment Manual Dropout Summary”
- Major Points

Home instructed students, students who transfer or move out of the country and GED students who complete a district run or tracked program are no longer considered dropouts.

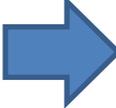
The twelve-month dropout reporting period is from the Monday following the first Friday in November to the first Friday in November of the following year.

# Dropout Exit Codes

The following codes used in ISEE will be counted as dropout

- 3A Dropped Out
- 3B Reached Maximum Age
- 3C Removed Without Choice and Not Expected to Return
- 3D Enrolled in Adult Ed, but has not completed GED
- 3E Unknown
- 5E Temporarily Withdrawn
- Codes 1C, 4D and 5D are not valid for Idaho and if used will be combined with 3A as dropout.

# Miscellaneous



## *Foreign Students*

A foreign student is any student who comes from another country and is not a legal resident of the State of Idaho or United States of America. Foreign students who are attending school in an Idaho school as part of a foreign exchange student program, can be counted in attendance for funding purposes. Foreign students who are not part of a foreign exchange program and attended school in Idaho, must pay tuition and **cannot** be counted in attendance for funding purposes (*I.C. 33-201*).



## *Saturday or After School Classes*

Saturday or after school classes can not be use to make up an absence from a prior day. State Board Rules Governing Administration 08.02.01.250.05 states; “A day of attendance is one in which a pupil is **physically present** for the full day under the guidance and direction of a teacher...”



## *Public Virtual Charter School Attendance (33-5208(8)(b))*

Each student in attendance at a public virtual school shall be funded based upon either the actual hours of attendance in the public virtual school on a flexible schedule, or the percentage of coursework completed, whichever is more advantageous to the school, up to the maximum of one (1) full-time equivalent student.

**SDE recommends;** that attendance documentation be maintained for each student attending a public virtual school and have written policy on how they will track attendance for state reporting.

Note: If actual hours of attendance is being used, then all regular attendance laws and rules apply.



# Data Monthly Submission Schedules for SY2014-2015

<b>ISEE Name</b>	<b>Collection Period</b>	<b>Submission Period</b>	<b>Deadline: Midnight on</b>	<b>School Finance Data Deadlines for Payments Midnight on</b>
ISEE Jul 2014	06/07/2014 – 07/04/2014	07/04/2014 – 07/18/2014	7/18/2014	
ISEE Aug 2014	07/05/2014 – 08/01/2014	08/01/2014 – 08/15/2014	8/15/2014	
ISEE Sep 2014	08/02/2014 – 09/05/2014	09/05/2014 – 09/19/2014	9/19/2014	
ISEE Oct 2014	09/06/2014 – 10/03/2014	10/03/2014 – 10/15/2014	10/15/2014	
ISEE Nov 2014	10/04/2014 – 11/07/2014	11/07/2014 – 11/21/2014	11/21/2014	
<b>First Reporting Period</b>	<b>First Day of School – First Friday in November including Summer</b>	<b>August – November</b>	<b>12/4/2014</b>	<b>FEB 15th Payment Deadline for First Reporting Period Attendance &amp; Enrollment and Staffing Changes</b>
ISEE Dec 2014	11/08/2014 – 12/05/2014	12/05/2014 – 12/19/2014	12/19/2014	
ISEE Jan 2015	12/06/2014 – 1/02/2015	1/02/2015 – 1/16/2015	1/16/2015	
ISEE Feb 2015	1/03/2015 – 2/06/2015	2/06/2015 – 2/20/2015	2/20/2015	
ISEE Mar 2015	2/07/2015 – 3/06/2015	3/06/2015 – 3/20/2015	3/20/2015	
<b>First Reporting Period</b>	<b>First Day of School – First Friday in November including Summer</b>	<b>August – November</b>	<b>3/27/2015</b>	<b>May 15th Payment Deadline for First Reporting Period Attendance &amp; Enrollment and Staffing Changes</b>
ISEE Apr 2015	3/05/2015 – 4/03/2015	4/03/2015 – 4/17/2015	4/17/2015	
ISEE May 2015	04/04/2015 – 05/01/2015	05/01/2015 – 05/15/2015	5/15/2015	
<b>First Reporting Period &amp; Best 28 Week Prelim Payment</b>	<b>First Day of School – First Friday in November including Summer/ All Weeks of Attendance</b>	<b>August – November &amp; August – May 1</b>	<b>5/29/2015</b>	<b>July 15th Payment Deadline for First Reporting Period Attendance &amp; Enrollment and Staffing Changes &amp; Best 28 Weeks Payment</b>
ISEE Jun 2015	05/02/2015 – 06/05/2015	06/05/2015 – 06/19/2015	6/19/2015	
<b>Best 28 Week</b>	<b>All Weeks of school from first day of school through June 6</b>	<b>August – June 5</b>	<b>6/19/2015</b>	<b>July 15th Payment Deadline for Best 28 Week Attendance &amp; Enrollment Changes</b>
ISEE Jul 2015	06/06/2015 – 07/03/2015	07/03/2015 – 07/17/2015	7/17/2015	All other corrections will be considered prior year Adjustments and made in the subsequent SY



# Data Updates & Black Out Dates *(New timelines and Info)*

- February 15<sup>th</sup>, May 15<sup>th</sup>, July 15
  - Dates are reserved for payment snapshot data based on the following update dates 12/4, 3/27, 5/29, 6/19
- Can now bring in files during freeze periods
- All files will be updated within 2-3 business days after transmission during the freeze period
  - *This means you can continue to upload files and see results, there is no longer a waiting for the time to open up*
  - *Units and data will continue to update as if there is no freeze period, but 2-3 business day rules apply and payments will be based on the above correction dates.*
  - *Please remember to not miss your submission deadlines.*
  - *After December 4th, limitation apply for corrections to Staffing*



# Setting your Calendar

A “Day of No” attendances is better than a “Bad Day” of attendance.

Keep track of which days historically are bad days of attendance and plan your school calendar accordingly

**First Reporting Period:** Ends the first Friday in November

It is the aggregate attendance from the first day of school to the first Friday in November. First reporting Period units drive salary and benefit apportionment.

**End of Year:**

The Best 28 Weeks of attendance is calculated and it drives the distribution factor.

# Importance of Calendar Setting!

- Calendars drive your ADA calculations
  - *If days are not right, ADA will not be right*
  - *If ADA is not right, then units will not be right*
    - *Actual reported attendance days have to coincide with calendar attendance days*
- **CAUTION: Changing calendars results in ADA calculation errors!**
- Calendars are the control record driving your unit calculations
  - *It is difficult to make changes to a calendar once you have established it as valid*

# *Grade Groups*

- Kindergarten
- Elementary (grades 1-6)
- Secondary (grades 7-12)
- Alternative Secondary School (grades 7-12)
- Summer Alternative Secondary (grades 7-12)
- Juvenile Detention Centers
- Summer Juvenile Detention Centers

(I.C. 33-1002)

**All calendars must have the same start and end dates assigned by grade grouping – you cannot have differing start dates.**

You cannot have one first grade school start a week later, as this will negatively affect your ADA and units. The Calendar has to be the same for each grade group

## IDAHO CODE 33-1002 (4)

### COMPUTATION OF KINDERGARTEN SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Units Allowed
41 or more.....	40 .....	1 or more as computed
31 --- 40.99 ADA.....	--- .....	1
26 --- 30.99 ADA.....	--- .....	.85
21 --- 25.99 ADA.....	--- .....	.75
16 --- 20.99 ADA.....	--- .....	.6
8 --- 15.99 ADA.....	--- .....	.5
1 --- 7.99 ADA.....	--- .....	count as elementary

### COMPUTATION OF ELEMENTARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
300 or more ADA .....	.....	15
	23 ...grades 4,5,& 6....	
	20 ...grades 1,2,& 3....	
160 to 299.99 ADA	20 .....	8.4
110 to 159.99 ADA	19 .....	6.8
71.1 to 109.99 ADA	16 .....	4.7
51.7 to 71.09 ADA	15 .....	4.0
33.6 to 51.69 ADA	13 .....	2.8
16.6 to 33.59 ADA	12 .....	1.4
.01 to 16.59 ADA	n/a .....	1.0

### COMPUTATION OF SECONDARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
750 or more.....	18.5.....	47
400 --- 749.99 ADA.....	16.....	28
300 --- 399.99 ADA.....	14.5.....	22
200 --- 299.99 ADA.....	13.5.....	17
100 --- 199.99 ADA.....	12.....	9
99.99 or fewer	Units allowed as follows:	
Grades 7--12.....	.....	8
Grades 9--12.....	.....	6
Grades 7-- 9.....	.....	1 per 14 ADA
Grades 7-- 8.....	.....	1 per 16 ADA

### COMPUTATION OF EXCEPTIONAL SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
14 or more.....	14.5 .....	1 or more as computed
12 --- 13.99.....	--- .....	1
8 --- 11.99.....	--- .....	.75
4 --- 7.99.....	--- .....	.5
.01 --- 3.99.....	--- .....	.25

### COMPUTATION OF ALTERNATIVE SCHOOL SECONDARY SUPPORT UNITS

Pupils in Attendance	Attendance Divisor	Minimum Units Allowed
12 or more.....	12 .....	1 or more as computed

# Support unit Calculation Table

# *ADA, assigned Divisors, & conversion to Units*



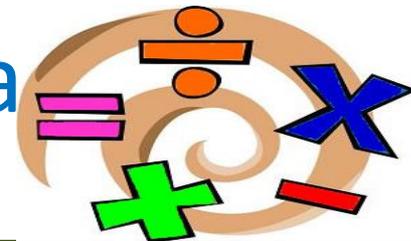
# Calendar Issues to Avoid

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- Changing Calendar Types from month to month
  - **Example: Calendar ID 123 Calendar Type R gets submitted Sept, Oct, Nov uploads Jan upload it gets changed to A**
- Using the same calendar number type for summer and regular programs – do not reuse calendars
- Using differing calendar schedules within grade grouping
  - **Negatively affects the total aggregate attendance**

# More Helpful Calendar Informa



- Use Calendar Type A for Regular Alternative Schools and report in hours of attendance
- Use Calendar Type SA for Summer Alternative Schools, use a unique Calendar ID separate from the regular Alternative School program
- Use Calendar Type R for Detention Centers during the regular School year and use SR for summer school and a unique calendar ID and report in days of attendance, not hours.
- Ensure your instructional hours match your attendance hours.

Entry and Exit date problems & attendance:  
Make sure your student is properly enrolled and present,  
and or exited and marked absent

# Attendance Problems & Solutions

- Detention Centers & School Districts reporting attendance on the same day
  - Benefit goes to the Detention Center
    - *Automatically adjusted when detected*
- Entry and Exit date problems & attendance
  - Make sure your student is properly enrolled and present, and or exited and marked absent
    - Benefit is an aggregated and split by each district
      - *Automatically adjusted when detected*

# ISEE Errors & Warnings

- Review and clear these up
  - Example: District A inadvertently marked 180-220 students as “*Border Students*”. There were over 100 + Warnings with each upload
    - *Border students attendance are automatically reduced from ADA and Exceptional Child Calculations*
    - *District A lost over 1.2 – 1.3 units each year for over two years (District was not near a bordering state)*
  - Example: District B had over 100 + Errors - missing attendance records for two schools
    - *District B lost over 18.77 units*



# Instructional Hours (I.C. 33-512) versus Attendance (I.C. 33-1003A)

(I.C. 33-512)

- You can reduce the minimum number of instructional hours by eleven (11) for emergency school closures due to adverse weather and facility failures.
- For attendance and ISEE reporting: record your school emergency closure on your calendar, and do not report attendance hours that day(s)

If you have one school close in a grade grouping and that closure falls within the first reporting period, you can request a waiver and a waiver adjustment will be made for that school for it to not negatively affect your ADA

# Emergency Closure Cont.

## 33-1003A

When school is closed, or if a school remains open but attendance is significantly reduced because of storm, flood, failure of heating plant, loss or damage to the school building, quarantine or order of any city, county or state health agency, or for reason believed by the board of trustees to be in the interests of the health, safety or welfare of the pupils, the board of trustees having certified to the state department of education the cause and duration of such closure or impacted attendance, the ADA for such day or days of closure or impacted attendance shall be considered as being the same as for the days when the school actually was in session or when attendance was not impacted.

# So what does this mean?

Yes, you can have emergency closures due to reasons of health and safety issues. You can **not** reduce the minimum number of instructional hours. If the closure causes you to fall below the minimum you must make up those hours to reach the minimum.

Even if the school is closed or remains open the board of trustees may submit in writing, a request to the SDE, Public School Finance to adjust the day(s) of the significantly impacted attendance. It must state cause and duration in the request.

# What is Not Considered an Emergency Closure

- The State Board of Education does not recognize a teacher strike or the withholding of service as sufficient cause to declare an emergency closure (IDAPA 08.02.01, 200).
- Funeral services
- State Tournaments
- Construction Delays

# Prior Year Corrections

I.C. 33-1009(5) corrections within the succeeding three (3) year, may be corrected, payment may be made or withheld

- New worksheet will be available on-line:  
[https://www.sde.idaho.gov/site/finance\\_tech/forms.htm](https://www.sde.idaho.gov/site/finance_tech/forms.htm)
- Complete Worksheet and route to me so I am aware of it, and can schedule the payment adjustment.
- If corrections received and processed and approved prior to October 1, we will get payment adjustments made in February.
- Remember that all prior year corrections will need to be made using use the version of ISEE that was used at the time.
  - Which is often in problematic
- You will need to run your reports and demonstrate why the payment adjustment is required.

# How can you get the most dollars?

#1 Establish a good calendar, when you will have the most students present.

#2 Have procedures in place to double check daily attendance

#3 Record all information regarding the student

Double check entry and exit date information

#4 Run Allocated Enrollment & Greater than 1 ADA reports to catch dual enrolled students & establish tuition agreements

#5 Make sure your ISEE calendars are set up properly and that no changes are required.

#6 Do not procrastinate on making corrections

#7 Have a designated person assigned to run attendance & enrollment Reports within 2-3 business days after transmission

#8 Make sure to not miss a scheduled upload date

#9 Ensure first reporting period data is correct before  
December 4th



# Unit Calculation 101

The First Step to Calculating  
Funding

# Attendance and Enrollment Reports

The screenshot displays the Idaho Educational Portal interface. At the top, the Idaho State Department of Education logo and name are visible on the left, and 'Log Out' and 'IDAHO EDUCATIONAL PORTAL' are on the right. A search bar with 'All Sites' and 'enter search words' is located below the header. The main content area is titled 'Portal Home > Home' and features a 'PORTAL HOME' tab. On the left, a sidebar lists navigation options: Libraries, Lists, Contacts, Links, Calendar, Announcements, EOC Assessments, and All Site Content. The central area is divided into 'Announcements' and 'MY APPLICATIONS'. The 'Announcements' section features a red banner for the 'ISEE INSTRUCTIONAL MANAGEMENT SYSTEM' with a 'TEACHERS:' notice about 2011-12 school year classes and students, and a 'Click Here to Access schoolnet' button. The 'MY APPLICATIONS' section lists: Admin Tool, AYP - Adequate Yearly Progress, DataUpload Tool, **Reports - Attend/Enroll** (circled in red), Reports - Stratting, and Teacher Certification. A preview of the ISEE system interface is shown at the bottom right of the announcement banner, displaying a '66.9%' progress indicator and a table of data.

**Announcements**

**ISEE INSTRUCTIONAL MANAGEMENT SYSTEM**

**TEACHERS:**  
Having trouble viewing your 2011-12 School Year Classes and Students?  
Please contact your District Technology Director and ask for an ISEE upload to the State Department of Education!

[Click Here to Access](#) schoolnet

**MY APPLICATIONS**

- Admin Tool
- AYP - Adequate Yearly Progress
- DataUpload Tool
- Reports - Attend/Enroll**
- Reports - Stratting
- Teacher Certification

NAME & COUNTY	STATUS	STATUS	STATUS	STATUS	STATUS
SANDRACE, MARJORIE	20%	20%	20%	20%	20%
COFFLAND, JOHN	20%	20%	20%	20%	20%
...	...	...	...	...	...

# Attendance & Enrollment Reports

## Unit Calculation Reports

- Building Level
- District Wide
- Best 28 Week
- Exceptional Child Unit Approval
- Preschool Unit ***New Report***

## Reports that Pull Data from Unit Calculation Reports

- Current Year Support Unit Calculation
- Prior Year Support Unit Calculation (Protection Qualification Report)

## General A&E Reports

- Enrollment Report
- Enrollment Detail Report
- Preschool Detail Report ***New Report***
- Aggregated Attendance Detail Report
- Greater than 1 ADA
- Allocated Enrollment
- EDUID Merger Report ***New Report***



# Greater Than One ADA Report

Idaho State Department of  
Education  
Basic Education Attend Enroll  
Greater Than One ADA Report

#####

Page: 1

School Year: 2013 - 2014

Provider: 003 KUNA JOINT DISTRICT

district Id	District Name	school Id	School Name	Edu Id	Name	Grade Name	Week Begin Date	Calendar Type	Instruction	Reported Attend	Adjusted Days	Reported Student	Adjusted ADA
003	KUNA JOINT	1115	Initial Point High School			Tenth Grade	1/13/2014	Alternative High Schools	5	5.00	3.00	1.00	0.63
131	NAMPA	0994	SKYVIEW HIGH			Tenth	1/13/2014	Regular School	5	3.00	2.00	0.60	0.38
001	BOISE INDEPEN	9004	BOISE EVENING			Tenth Grade	1/27/2014	Alternative High Schools	3	1.50	1.00	0.32	0.24
003	KUNA	0014	KUNA HIGH			Tenth	1/27/2014	Regular School	5	5.00	4.00	1.00	0.76
001	BOISE INDEPEN	9004	BOISE EVENING			Tenth Grade	2/3/2014	Alternative High Schools	3	1.50	1.00	0.32	0.24
003	KUNA	0014	KUNA HIGH			Tenth	2/3/2014	Regular School	5	5.00	4.00	1.00	0.76
001	BOISE	0327	WHITTIER			Fourth	10/21/2013	Regular School	5	5.00	3.00	1.00	0.63
003	KUNA	0595	REED			Fourth	10/21/2013	Regular School	5	3.00	2.00	0.60	0.38
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			Eleventh Grade	8/26/2013	Dual Enrollment Calendar	5	2.00	1.50	0.36	0.26
452	IDAHO	0869	IDAHO VIRTUAL			Eleventh	8/26/2013	Regular School	5	5.00	3.50	1.00	0.74
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			Eleventh Grade	9/2/2013	Dual Enrollment Calendar	4	2.00	1.50	0.45	0.31
452	IDAHO	0869	IDAHO VIRTUAL			Eleventh	9/2/2013	Regular School	4	4.00	2.50	1.00	0.69
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			Eleventh Grade	9/9/2013	Dual Enrollment Calendar	5	2.50	1.50	0.54	0.35
452	IDAHO	0869	IDAHO VIRTUAL			Eleventh	9/9/2013	Regular School	5	5.00	3.50	1.00	0.65
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			Eleventh Grade	9/16/2013	Dual Enrollment Calendar	4	2.00	1.00	0.45	0.31
452	IDAHO	0869	IDAHO VIRTUAL			Eleventh	9/16/2013	Regular School	5	5.00	3.50	1.00	0.69
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			Eleventh Grade	9/23/2013	Dual Enrollment Calendar	5	2.00	1.50	0.36	0.26

# Allocated Enrollment Report

Idaho State Department of  
Education

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Page: 1

Basic Education Attend Enroll  
Allocated Enrollment Report

School Year: 2013 - 2014

Provider: 003 KUNA JOINT

001	BOISE INDEPENDENCE DISTRICT	9004	BOISE EVENING SCHOOL			12	549	1694	0.32	1	6	0.17
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			12	1145	1694	0.68	5	6	0.83
003	KUNA JOINT DISTRICT	0013	KUNA MIDDLE SCHOOL			7	470	1670	0.28	2	4	0.5
452	IDAHO VIRTUAL	0869	IDAHO VIRTUAL ACADEMY			7	1200	1670	0.72	2	4	0.5
002	MERIDIAN JOINT	1235	Renaissance High School			PH	450	1820	0.25	1	7	0.14
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			12	1370	1820	0.75	6	7	0.86
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			11	450	2850	0.16	2	6	0.33
452	IDAHO VIRTUAL	0869	IDAHO VIRTUAL ACADEMY			9	2400	2850	0.84	4	6	0.67
003	KUNA JOINT DISTRICT	1308	SILVER TRAIL ELEMENTARY			KG	2250	3000	0.75	4	5	0.8
131	NAMPA SCHOOL	0528	REAGAN ELEMENTARY			KG	750	3000	0.25	1	5	0.2
003	KUNA JOINT DISTRICT	0014	KUNA HIGH SCHOOL			12	1595	2212	0.72	7	8	0.88
001	BOISE INDEPENDENCE DISTRICT	9004	BOISE EVENING SCHOOL			12	617	2212	0.28	1	8	0.13



Effective Date :  
Page: 1

Idaho State Department of Education  
Attendance/Enrollment System  
Enrollment Detail Report

School Year: 2012 - 2013  
Provider(s): 055 BLACKFOOT DISTRICT  
Building(s): All  
Charters: Both  
Period: 1  
Begin Date: 7/9/2012  
End Date: 11/2/2012

055 BLACKFOOT DISTRICT  
0033 MOUNTAIN VIEW MIDDLE SCHOOL

Seventh Grade	Edu ID	Name
	123456789	Timely, Manner
	246789101	Best, Practices
	135791113	Proofing, Error
	987654321	Good, Attendance
	654321987	Etc, Names
	Total	306

Enrollment Detail Reports list by Grade, Student ID,  
Name, & Total by Grade.

# Aggregate Attendance Report

Effective Date :  
Page: 1

Idaho State Department of Education  
Attendance/Enrollment System  
Aggregated Attendance Detail Report

4/23/2013 9:12:41 AM

School Year: 2012 - 2013  
Effective Date: 4/23/2013  
Provider(s): 055 BLACKFOOT DISTRICT  
Building(s): All  
Begin Attend Week: 3 - 07/09/2012  
End Attend Week: 19 - 10/29/2012

055 BLACKFOOT DISTRICT									
0033 MOUNTAIN VIEW MIDDLE SCHOOL									
Seventh Grade									
Edu Id	Name	03-Sep	10-Sep	17-Sep	24-Sep	01-Oct	08-Oct	15-Oct	
123456789	Timely, Manner	3.00	5.00	1.00	4.00	3.00	4.00	5.00	
246789101	Best, Practices	3.00	5.00	5.00	5.00	3.00	5.00	5.00	
135791113	Proofing, Error	3.00	4.50	5.00	3.00	3.00	4.00	4.00	
987654321	Good, Attendance	3.00	5.00	4.00	5.00	3.00	2.00	5.00	
654321987	Etc, Names	3.00	5.00	5.00	5.00	3.00	5.00	4.00	
		3.00	3.00	4.00	4.00	2.00	4.00	3.00	
		3.00	5.00	4.00	5.00	3.00	5.00	3.50	
		3.00	5.00	5.00	5.00	3.00	5.00	5.00	
		3.00	5.00	5.00	5.00	3.00	4.00	5.00	
		3.00	4.00	5.00	5.00	3.00	5.00	5.00	
		3.00	5.00	5.00	4.00	2.00	5.00	4.00	
		3.00	5.00	5.00	5.00	3.00	4.00	5.00	
		3.00	5.00	4.00	5.00	3.00	5.00	5.00	
		3.00	5.00	3.00	5.00	3.00	0.00	2.00	
		3.00	4.00	4.00	5.00	3.00	5.00	5.00	
		3.00	4.00	5.00	5.00	3.00	5.00	4.50	
		3.00	5.00	5.00	5.00	3.00	5.00	5.00	
		3.00	5.00	5.00	5.00	3.00	5.00	5.00	
		3.00	5.00	3.00	5.00	3.00	5.00	5.00	
		3.00	5.00	4.50	5.00	3.00	5.00	4.00	
		3.00	5.00	5.00	3.00	2.00	5.00	5.00	
		2.00	5.00	5.00	4.00	2.00	5.00	5.00	
		3.00	5.00	5.00	5.00	1.00			
		3.00	5.00	4.00	5.00	3.00	5.00	5.00	
		3.00	5.00	5.00	4.00	3.00	5.00	5.00	
		3.00	5.00	5.00	5.00	3.00	5.00	5.00	
		3.00	5.00	5.00	5.00	3.00	5.00	4.00	
		3.00	5.00	3.00	5.00	3.00	5.00	4.00	

# BUILDING REPORT

Effective Date: 8/1/2014

Idaho State Department of Education

8/1/2014 11:08:34 AM

Page: 1

Attendance/Enrollment System  
Regular Attendance Information By Building

School Year: 2013 - 2014  
Period(s): 1

SCHOOL DISTRICT

SCHOOL DISTRICT JR-SR HIGH SCHOOL

Secondary

Week Number	Monday Date	Days In Session	Emerg Closure Days	Vacation Days	Aggregate Attendance	ADA	Adjusted Aggregate Attendance
8	8/19/2013	2.0	0.0	0.0	177.0	88.50	177.00
9	8/26/2013	4.0	0.0	0.0	349.0	87.25	349.00
10	9/2/2013	4.0	0.0	1.0	341.5	85.38	341.50
11	9/9/2013	4.0	0.0	0.0	364.0	91.00	364.00
12	9/16/2013	4.0	0.0	0.0	354.5	88.63	354.50
13	9/23/2013	4.0	0.0	0.0	338.5	84.63	338.50
14	9/30/2013	4.0	0.0	0.0	351.0	87.75	351.00
15	10/7/2013	4.0	0.0	0.0	340.5	85.13	340.50
16	10/14/2013	4.0	0.0	0.0	339.5	84.88	339.50
17	10/21/2013	4.0	0.0	0.0	337.5	84.38	337.50
18	10/28/2013	4.0	0.0	0.0	340.5	85.13	340.50
Total		42.0	0.0	1.0	3,633.50	86.51	3,633.50

**Calendar Schedule**  
(ISEE calendar file)

**Aggregate Attendance**  
(tie back to reported ISEE Attendance file and compare with Aggregate Attendance Detail by student)

**Aggregate Attendance/Days in Session = ADA**

# District Wide

Effective Date: 4/30/2013

Idaho State Department of Education

Page: 5

Attendance/Enrollment System  
District Wide Regular Attendance Information

School Year: 2012 - 2013  
Period(s): 1,2,3,4  
055 BLACKFOOT DISTRICT  
Secondary

Week Number	Monday Date	Days In Session	Emerg Closure Days	Aggregate Attendance	ADA
11	9/3/2012	3.00	0.00	4,819.50	1,606.50
12	9/10/2012	5.00	0.00	7,983.00	1,596.60
13	9/17/2012	5.00	0.00	7,888.50	1,577.70
14	9/24/2012	5.00	0.00	7,873.00	1,574.60
15	10/1/2012	3.00	0.00	4,711.00	1,570.33
16	10/8/2012	5.00	0.00	7,806.00	1,561.20
17	10/15/2012	5.00	0.00	7,855.00	1,571.00
18	10/22/2012	5.00	0.00	7,814.00	1,562.80
19	10/29/2012	5.00	0.00	7,823.50	1,564.70
20	11/5/2012	5.00	0.00	7,849.50	1,569.90
21	11/12/2012	5.00	0.00	7,763.00	1,552.60
22	11/19/2012	2.00	0.00	3,085.00	1,542.50
23	11/26/2012	4.65	0.00	7,406.50	1,592.98
24	12/3/2012	5.00	0.00	7,830.50	1,566.10
25	12/10/2012	5.00	0.00	7,598.50	1,519.70
26	12/17/2012	5.00	0.00	7,442.00	1,488.40
28	12/31/2012	3.00	0.00	4,488.00	1,496.00
29	1/7/2013	4.00	0.00	6,072.00	1,518.01
30	1/14/2013	5.00	0.00	7,609.50	1,521.90
31	1/21/2013	4.00	0.00	6,204.50	1,551.13
32	1/28/2013	5.00	0.00	7,627.00	1,525.40
33	2/4/2013	5.00	0.00	7,695.50	1,539.10
34	2/11/2013	5.00	0.00	7,547.00	1,509.40
35	2/18/2013	4.00	0.00	6,078.00	1,519.51
36	2/25/2013	4.65	0.00	7,260.00	1,562.40
37	3/4/2013	5.00	0.00	7,590.00	1,518.00
38	3/11/2013	5.00	0.00	7,517.50	1,503.50
39	3/18/2013	5.00	0.00	7,348.50	1,469.70
41	4/1/2013	5.00	0.00	7,379.00	1,475.80
Totals:		132.30	0.00	203,965.00	1,541.69

Shows all of your weeks aggregate attendance in date order

# Exceptional Child Unit Calculation

Effective Date: 8/1/2014  
Page: 1

Idaho State Department of Education  
Attendance/Enrollment System  
Exceptional Child Unit Approvals

School Year: 2013 - 2014  
Provider: SCHOOL DISTRICT

## ELEMENTARY

1. Adjusted fall K-3 enrollment
2. Adjusted fall 4-6 enrollment  
(Do not include JDC or Border students)
3. minus exceptional tuition equivalent students
4. (line 1 + line 3) minus line 3
5. line 4 x 6.0%
6. line 3 plus line 5 = approved number of ELEM students

61.42% x 7.62 = ELEM 1-3 portion  
38.58% x 7.62 = ELEM 4-6 portion

## SECONDARY

7. Adjusted fall 7-12 enrollment  
(Do not include AHS, JDC or Border Students)
8. minus exceptional tuition equivalent students
9. line 7 minus line 8
10. line 9 x 5.5%
11. line 8 plus line 10 = approved number of SECND students

Fall Membership	% of Total
78.00	61.42%
49.00	38.58%
0.00	
127.00	
7.62	
7.62	
4.68	
2.94	
89.00	
0.00	
89.00	
4.90	
4.90	

Allocated  
Elementary Fall  
Enrollment minus  
tuition equivalent  
students x 6.0%

For Elementary ADA  
is split if greater  
than 300

Allocated  
Secondary Fall  
Enrollment minus  
tuition equivalent  
students x 5.5%

Enrollment is based on *First Reporting Period* : Using Net Enrollment + any dual enrolled adjustments identified in Allocated Enrollment Reports

# New Preschool Unit & Detail Reports

Row Labels	Sum of Pre FTE
001BOISE INDEPENDENT DISTRICT	142.061
002MERIDIAN JOINT DISTRICT	146.665
003KUNA JOINT DISTRICT	14.37
011MEADOWS VALLEY DISTRICT	0.094
013COUNCIL DISTRICT	0.5
021MARSH VALLEY JOINT DISTRICT	1.75
025POCATELLO DISTRICT	47.314
033BEAR LAKE COUNTY DISTRICT	7
041ST MARIES JOINT DISTRICT	4.769
044PLUMMER-WORLEY JOINT DISTRICT	1.21
052SNAKE RIVER DISTRICT	4.814
055BLACKFOOT DISTRICT	9.172
058ABERDEEN DISTRICT	4.589
059FIRTH DISTRICT	4.5
060SHELLEY JOINT DISTRICT	10.53
061BLAINE COUNTY DISTRICT	7.598
072BASIN SCHOOL DISTRICT	0.141
073HORSESHOE BEND SCHOOL DISTRICT	0.064
083WEST BONNER COUNTY DISTRICT	6.971
084LAKE PEND OREILLE DISTRICT	11.302
091IDAHO FALLS DISTRICT	44.848
093BONNEVILLE JOINT DISTRICT	60.173
101BOUNDARY COUNTY DISTRICT	5.597
111BUTTE COUNTY JOINT DISTRICT	2.554
131NAMPA SCHOOL DISTRICT	47.136
132CALDWELL DISTRICT	29.798
133WILDER DISTRICT	2.25
134MIDDLETON DISTRICT	8.992
135NOTUS DISTRICT	0.25
136MELBA JOINT DISTRICT	0.876
137PARMA DISTRICT	2.074
139VALLIVUE SCHOOL DISTRICT	24.762
149NORTH GEM DISTRICT	0.834
150SODA SPRINGS JOINT DISTRICT	6.75
151CASSIA COUNTY JOINT DISTRICT	21.037
171OROFINO JOINT DISTRICT	5.709
181CHALLIS JOINT DISTRICT	1.783
182MACKAY JOINT DISTRICT	0.75
192GLENNS FERRY JOINT DISTRICT	2.938
193MOUNTAIN HOME DISTRICT	19.011
201PRESTON JOINT DISTRICT	3.661
202WEST SIDE JOINT DISTRICT	1.46
215FREMONT COUNTY JOINT DISTRICT	3.816
221EMMETT INDEPENDENT DIST	9.411

New Preschool Detail Report -

Under construction, and available by May 15<sup>th</sup> payment...

# Unit Calculation Reports

Effective Date: 4/23/2013

Page: 1

School Year: 2012 - 2013  
 Report Type: First Reporting Period  
 055 BLACKFOOT DISTRICT

Idaho State Department of Education  
 Attendance/Enrollment System  
 Current Year Support Unit Calculation

4/23/2013 6:02:06 PM

Divide Adjusted ADA by Unit Divisor I.C. 33-1002

Total of all buildings excluding separate and alternative schools

Numbers from the Exceptional Child Unit Approval report

	Days/Sessions First Reporting	Aggregate Attendance	A.D.A	Special Education	Adjusted A.D.A	Unit Divisor	Support Units
Kindergarten Administrative	20.50	6,459.00	315.07		315.07 /	40.0 =	7.88
Elementary 1-3 Administrative	41.00	39,470.50	962.70	(87.12)	875.58 /	20.0 =	43.78
Elementary 4-6 Administrative	41.00	37,300.50	909.77	(59.52)	850.25 /	23.0 =	36.97
Secondary Administrative	41.00	64,600.00	1,575.61	(92.35)	1,483.26 /	18.5 =	80.18
Exceptional Education							
Exceptional Preschool					10.64		
Exceptional Elementary					146.64		
Exceptional Secondary					92.35		
Exceptional Education Total					249.63 /	14.5 =	17.22
0387 - FORT HALL ELEMENTARY SCHOOL Kindergarten Separate	129.00	41.00	962.50	23.48	23.48		0.75
0387 - FORT HALL ELEMENTARY SCHOOL Elementary 1-6 Separate	129.00	41.00	5,277.50	128.72	128.72 /	19.0 =	6.80
1121 - INDEPENDENCE ALT SUMMER	28.00	28.00	13,941.00	497.89	61.96 /	40.0 =	1.55
1149 - MOUNTAIN VIEW MIDDLE SCH (ALT)	131.00	41.00	2,415.80	58.92	11.78 /	18.5 =	0.64
1164 - MOUNTAIN VIEW ALT MIDDLE SCH	28.00	28.00	3,042.00	108.64	13.52 /	40.0 =	0.34
9006 - INDEPENDENCE ALTERNATE HIGH	133.00	46.00	18,309.95	398.04	79.61 /	12.0 =	6.63
Total Support Units							202.74
Protected Support Unit Adjustment: -0.24%							-0.49
Total Support Units (adjusted for protection)							202.25

Subtract Special Education from the Exceptional Child Unit Approval Report

Average Daily Attendance (A.D.A)	Term
Preschool (Special Ed)	10.64
Kindergarten	332.27
Elementary	1,835.93
Secondary	1,449.92
Exceptional	238.99
Alternative Secondary	96.74
<b>Total</b>	<b>3,964.48</b>
Summer Alternative Secondary	75.48

Average Daily Attendance (A.D.A)	1st Rpt Period
Preschool (Special Ed)	10.64
Kindergarten	338.55
Elementary	1,854.55
Secondary	1,483.27
Exceptional	238.99
Alternative Secondary	91.39
<b>Total</b>	<b>4,017.38</b>
Summer Alternative Secondary	75.48

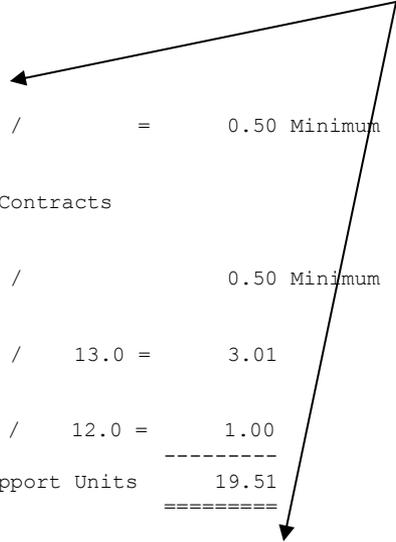
# Without Exceptional Secondary

Idaho State Department of Education  
 Attendance/Enrollment System  
 Current Year Support Unit Calculation - School Year 2003/2004  
 Through Reporting Period 1  
 Second copy for district w/o Secondary Sped Ed Approvals

SCHOOL DISTRICT

	Days/ Term	Sessions Best-28	Aggregate Attendance	A.D.A.	Special Education	Adjusted A.D.A.	Unit Divisor	Support Units
Elementary 1-6 Administrative	47.00		2,713.0	57.72	-7.80	49.92 /	13.0 =	3.84
Secondary Administrative	47.00		6,013.0	127.94		127.94 /	12.0 =	10.66
Exceptional Education								
Exceptional Elementary						7.80		
Exceptional Education Total						7.80 /	=	0.50 Minimum
Separate Attendance Units, Alternative Secondary Schools, District-to-Agency Contracts, Border Contracts								
103 ELEMENTARY SCHOOL								
Kindergarten Separate	47.00		640.0	13.62		13.62 /		0.50 Minimum
103 ELEMENTARY SCHOOL								
Elementary 1-6 Separate	47.00		1,840.5	39.16		39.16 /	13.0 =	3.01
491 ALTERNATIVE SCHOOL								
Secondary	43.00		3,225.0	12.00		12.00 /	12.0 =	1.00
								-----
						Total Support Units		19.51
								=====
						Total Support Units (Rounded to nearest tenth)		19.5
								=====

We use the calculation that gives the greatest benefit to the district.



# Prior Year Support Units (Protection vs. No Protection)

Effective Date: 4/30/2013  
Page: 1

Idaho State Department of Education  
Attendance/Enrollment System  
Prior Year Support Unit Calculation

4/30/2013 3:44:35 PM

School Year: 2012 - 2013  
Report Type: First Reporting Period

073 HORSESHOE BEND SCHOOL DISTRICT

	Prior Year			
	Prior Year A.D.A.	A.D.A. Minus %	Unit Divisor	Support Units
Kindergarten Administrative	16.80	16.29		0.60 Minimum
Elementary 1-6 Administrative	94.28	91.45 /	16.00 =	5.72
Secondary Administrative	147.91	143.47 /	12.00 =	11.96
Exceptional Education				
Exceptional Elementary	7.26			
Exceptional Secondary	8.91			
Exceptional Education Total	16.17	15.68 /	14.50 =	1.08
Total Prior Year A.D.A.	275.16			Total Support Units 19.36
<----- Current Year ----->				
	A.D.A.			Support Units
Total A.D.A.	275.16			Total Protected Support Units 19.36
				Protected Support Unit Adjustment: -0.11% (0.02)
				Total Support Units (adjusted for protection) 19.34
Current Total ADA (P-12)	251.81			<Protected>
Prior Year First Period Minus 3%	266.90			Use Protected or Current Year's Support Units

\* Excludes Alternative Summer, Summer Juvenile Detention, Border, and District-to-Agency Contracts

Example 1  
Protected

Effective Date: 4/30/2013  
Page: 1

Idaho State Department of Education  
Attendance/Enrollment System  
Prior Year Support Unit Calculation

4/30/2013 4:05:05 PM

School Year: 2012 - 2013  
Report Type: First Reporting Period

013 COUNCIL DISTRICT

	Prior Year			
	Prior Year A.D.A.	A.D.A. Minus %	Unit Divisor	Support Units
Kindergarten Administrative	19.76	19.16		0.60 Minimum
Elementary 1-6 Administrative	93.75	90.94 /	16.00 =	5.68
Secondary Administrative	95.20	92.34		8.00 Minimum
Exceptional Education				
Exceptional Preschool	0.54			
Exceptional Elementary	7.68			
Exceptional Secondary	6.16			
Exceptional Education Total	14.38	13.95		1.00 Minimum
Total Prior Year A.D.A.	223.08			Total Support Units 15.28
<----- Current Year ----->				
	A.D.A.			Support Units
Total A.D.A.	223.08			Total Protected Support Units 15.28
				Protected Support Unit Adjustment: -0.11% (0.02)
				Total Support Units (adjusted for protection) 15.26
Current Total ADA (P-12)	222.15			<Not Protected>
Prior Year First Period Minus 3%	216.39			Must use Current Year's Support Units

\* Excludes Alternative Summer, Summer Juvenile Detention, Border, and District-to-Agency Contracts

Example 2  
Not Protected



# Best 28 Weeks Report

Effective Date: 4/30/2013

Idaho State Department of Education

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Page: 5

Attendance/Enrollment System  
Regular Attendance Information By Building

School Year: 2012 - 2013  
BLACKFOOT DISTRICT  
055

Secondary

Rank	Week Number	Monday Date	Days In Session	Emerg Closure Days	ADA	Adjusted Aggregate Attendance
1	11	9/3/2012	3.00	0.00	1,606.50	4,819.50
2	12	9/10/2012	5.00	0.00	1,596.60	7,983.00
3	23	11/26/2012	4.65	0.00	1,592.98	7,406.50
4	13	9/17/2012	5.00	0.00	1,577.70	7,888.50
5	14	9/24/2012	5.00	0.00	1,574.60	7,873.00
6	17	10/15/2012	5.00	0.00	1,571.00	7,855.00
7	15	10/1/2012	3.00	0.00	1,570.33	4,711.00
8	20	11/5/2012	5.00	0.00	1,569.90	7,849.50
9	24	12/3/2012	5.00	0.00	1,566.10	7,830.50
10	19	10/29/2012	5.00	0.00	1,564.70	7,823.50
11	18	10/22/2012	5.00	0.00	1,562.80	7,814.00
12	36	2/25/2013	4.65	0.00	1,562.40	7,260.00
13	16	10/8/2012	5.00	0.00	1,561.20	7,806.00
14	21	11/12/2012	5.00	0.00	1,552.60	7,763.00
15	31	1/21/2013	4.00	0.00	1,551.13	6,204.50
16	22	11/19/2012	2.00	0.00	1,542.50	3,085.00
17	33	2/4/2013	5.00	0.00	1,539.10	7,695.50
18	32	1/28/2013	5.00	0.00	1,525.40	7,627.00
19	30	1/14/2013	5.00	0.00	1,521.90	7,609.50
20	25	12/10/2012	5.00	0.00	1,519.70	7,598.50
21	35	2/18/2013	4.00	0.00	1,519.51	6,078.00
22	29	1/7/2013	4.00	0.00	1,518.01	6,072.00
23	37	3/4/2013	5.00	0.00	1,518.00	7,590.00
24	34	2/11/2013	5.00	0.00	1,509.40	7,547.00
25	38	3/11/2013	5.00	0.00	1,503.50	7,517.50
26	28	12/31/2012	3.00	0.00	1,496.00	4,488.00
27	26	12/17/2012	5.00	0.00	1,488.40	7,442.00
28	41	4/1/2013	5.00	0.00	1,475.80	7,379.00
	Totals:		127.30	0.00	1,544.51	196,616.50

# Best 28 Weeks Unit Calculation

Idaho State Department of Education  
 Attendance/Enrollment System  
 Current Year Support Unit Calculation - School Year 2002/2003

End of year, run the calculation for the best 28 weeks of attendance.

SCHOOL DISTRICT

	Days/Sessions Term	Best-28	Adjusted Aggregate Attendance	A.D.A.	Special Education	Adjusted A.D.A.	Unit Divisor	Support Units
Elementary 1-6 Administrative	177.00	131.00	7,599.8	58.46	-8.28	50.18 /	13.0 =	3.86
Secondary Administrative	177.00	129.00	16,584.0	128.56	-7.81	120.75 /	12.0 =	10.06
Exceptional Education								
Exceptional Elementary						8.28		
Exceptional Secondary						7.81		
Exceptional Education Total						16.09 /	14.5 =	1.11
Separate Attendance Units, Alternative Secondary Schools, District-to-Agency Contracts, Border Contracts								
103 ELEMENTARY SCHOOL								
Kindergarten Separate	224.00	166.00	1,943.0	11.70		11.70 /		0.50 Minimum
103 ELEMENTARY SCHOOL								
Elementary 1-6 Separate	177.00	130.00	4,732.0	36.40		36.40 /	13.0 =	2.80
491 ALTERNATIVE SCHOOL								
Secondary	177.00	130.00	1,560.0	12.00		12.00 /	12.0 =	1.00
								-----
						Total Support Units		19.33
								=====
						Total Support Units (Rounded to nearest tenth)		19.3
								=====

Average Daily Attendance (A.D.A.) Term

Average Daily Attendance (A.D.A.) Best-28 Weeks

-----  
 Preschool (Special ed)

-----  
 Preschool (Special ed)

# EDUID Merger Report *New*

Effective Date :  
Page: 1

Idaho State Department of  
Attendance/Enrollment System  
District Merged EDUID Report

3/2/20

XXX School District  
2014 - 2015

student

Losing EDUID	Correct EDUID	Current Name	Last Update
10xxxxxx6	7xxxxxx6		10/11/2012
8xxxxxx7	5xxxxxx5		10/8/2013
10xxxxxx4	1xxxxxx0		5/14/2013
9xxxxxx7	3xxxxxx9		10/9/2013
1xxxxxx6	1xxxxxx8		4/8/2011
1xxxxxx1	1xxxxxx0		4/8/2011
1xxxxxx2	1xxxxxx5		12/30/2009
1xxxxxx6	6xxxxxx2		1/19/2011
1xxxxxx2	1xxxxxx6		12/30/2009
1xxxxxx8	1xxxxxx6		12/30/2009
1xxxxxx9	1xxxxxx1		11/10/2010
1xxxxxx7	2xxxxxx7		12/30/2009
1xxxxxx4	3xxxxxx1		9/21/2012
8xxxxxx8	1xxxxxx5		9/26/2012
1xxxxxx7	1xxxxxx5		12/31/2009
1xxxxxx5	1xxxxxx3		10/27/2010
10xxxxxx5	1xxxxxx1		12/30/2009
1xxxxxx3	1xxxxxx6		5/2/2013
7xxxxxx6	1xxxxxx2		2/17/2012
1xxxxxx8	4xxxxxx2		2/8/2012

# Units and Budgeting

How to use Unit Calculation  
Worksheets

**For Districts Only**

Input Estimated Information		Estimated Fall Enrollment	Estimated ADA First Period	Estimated ADA Best 28 Weeks
Kindergarten Administrative		50	47.50	48.50
<u>Elementary Administrative</u>				
<b>Grades 1-3</b>		100	95.00	97.00
<b>Grades 4-6</b>		100	95.00	97.00
<u>Secondary Administrative</u>		200	190.00	194.00
<b>SEPARATE SCHOOLS ATTENDANCE</b>				
Building 1	Kindergarten			
	Grades 1-3			
	Grades 4-6			
	Secondary			
Building 2	Kindergarten			
	Grades 1-3			
	Grades 4-6			
	Secondary			
Building 3	Kindergarten			
	Grades 1-3			
	Grades 4-6			
	Secondary			
Building 4	Kindergarten			
	Grades 1-3			
	Grades 4-6			
	Secondary			
ALTERNATIVE HIGH SCHOOL Building 1			20.00	19.00
ALTERNATIVE HIGH SCHOOL Building 2				
Summer Alternative High School Building 1				
Summer Alternative High School Building 2				
<b>EXCEPTIONAL CHILD</b>				
FTE Pre-school Students			7.00	
Juvenile Detention Center A.D.A				
Summer Detention Center A.D.A				
<b>Exceptional students eligible for tuition equivalency allowance</b>				
Elementary				
Secondary				

**Current Year Support Unit Calculation  
Through reporting Period 1**

	<u>A.D.A</u>		<u>Special Education</u>	=	<u>Adjusted A.D.A</u>	÷	<u>Unit Divisor</u>	=	<u>Support Units</u>
Kindergarten Administrative	47.50				47.50	÷	40	=	1.19
Elementary Administrative									
<b>Grades 1-3</b>	95.00	-	9.00	=	86.00	÷	20	=	4.30
<b>Grades 4-6</b>	95.00	-	6.00	=	89.00	÷	21.25	=	4.19
Secondary Administrative	190.00	-	11.00	=	179.00	÷	13.25	=	13.51
<b>Exceptional Education</b>									
Exceptional Preschool					7.00				
Exceptional Elementary					15.00				
Exceptional Secondary					11.00				
Juvenile Detention Center A.D.A									
<b>Exceptional Education Total</b>					33.00	÷	15.75	=	2.10
<b>SEPARATE ATTENDANCE UNITS</b>									
1 Kindergarten						÷	0	=	0.00
Grades 1-3					0.00	÷	0	=	0.00
Grades 4-6					0.00	÷	0	=	0.00
Secondary					0.00	÷	0	=	0
2 Kindergarten						÷	0	=	0.00
Grades 1-3					0.00	÷	0	=	0.00
Grades 4-6					0.00	÷	0	=	0.00
Secondary					0.00	÷	0	=	0.00
3 Kindergarten						÷	0	=	0.00
Grades 1-3					0.00	÷	0	=	0.00
Grades 4-6					0.00	÷	0	=	0.00
Secondary					0.00	÷	0	=	0.00
4 Kindergarten						÷	0	=	0.00
Grades 1-3					0.00	÷	0	=	0.00
Grades 4-6					0.00	÷	0	=	0.00
Secondary					0.00	÷	0	=	0.00
<b>ALTERNATIVE HIGH SCHOOL UNITS</b>									
Alternative Secondary High School Building 1					20.00	÷	13.25	=	1.51
					0.00	÷	0.00	=	0.00
					0.00	÷	0.00	=	0.00
					0.00	÷	0.00	=	0.00
					0.00	÷	0.00	=	0.00
<b>TOTAL Estimated Units (Round to nearest tenth)</b>								=	26.80

# Without Exceptional Secondary

**Current Year Support Unit Calculation  
Through reporting Period 1  
Without Secondary Special Education Approvals**

	<u>A.D.A</u>	<u>Special Education</u>	<u>Adjusted A.D.A</u>	<u>Unit Divisor</u>	<u>Support Units</u>
Kindergarten Administrative	47.50		47.50	40	1.19
Elementary Administrative					
Grades 1-3	95.00	9.00	86.00	20	4.30
Grades 4-6	95.00	6.00	89.00	21.25	4.19
Secondary Administrative	190.00		190.00	13.25	14.34
<b>Exceptional Education</b>					
Exceptional Preschool			7.00		
Exceptional Elementary			15.00		
Juvenile Detention Center A.D.A					
Exceptional Education Total			22.00	15.75	1.40
<b>SEPARATE ATTENDANCE UNITS</b>					
1 Kindergarten				0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0
2 Kindergarten				0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0.00
3 Kindergarten				0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0.00
4 Kindergarten				0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0.00
<b>ALTERNATIVE HIGH SCHOOL UNITS</b>					
Alternative Secondary High School Building 1			20.00	13.25	1.51
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
<b>TOTAL Estimated Units (Round to nearest tenth)</b>					<u>26.90</u>

You May Use this Calculation

Units used in Salary Based Apportionment calculation

Can use the higher unit value

**Current Year Support Unit Calculation  
Best 28 Weeks**

**Without Secondary Special Education Approvals**

	<u>A.D.A</u>	-	Special Education	=	Adjusted <u>A.D.A</u>	÷	Unit Divisor	=	<u>Support Units</u>
Kindergarten Administrative	48.50				48.50		40		1.21
Elementary Administrative									
Grades 1-3	97.00		9.00		88.00		20		4.40
Grades 4-6	97.00		6.00		91.00		21.25		4.28
Secondary Administrative	194.00				194.00		13.25		14.64
<b>Exceptional Education</b>									
Exceptional Preschool					7.00				
Exceptional Elementary					15.00				
Juvenile Detention Center A.D.A									
<b>Exceptional Education Total</b>					<u>22.00</u>		15.75		<u>1.40</u>
<b>SEPARATE ATTENDANCE UNITS</b>									
1 Kindergarten							0		0.00
Grades 1-3					0.00		0		0.00
Grades 4-6					0.00		0		0.00
Secondary					0.00		0		0
2 Kindergarten							0		0.00
Grades 1-3					0.00		0		0.00
Grades 4-6					0.00		0		0.00
Secondary					0.00		0		0.00
3 Kindergarten							0		0.00
Grades 1-3					0.00		0		0.00
Grades 4-6					0.00		0		0.00
Secondary					0.00		0		0.00
4 Kindergarten							0		0.00
Grades 1-3					0.00		0		0.00
Grades 4-6					0.00		0		0.00
Secondary					0.00		0		0.00
<b>ALTERNATIVE HIGH SCHOOL UNITS</b>									
Alternative Secondary High School Building 1					19.00		13.25		1.43
					0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
<b>TOTAL Estimated Units (Round to nearest tenth)</b>									<u>27.40</u>

**You May Use This Calculation**

# Best 28 Weeks/with & without Exceptional

## Current Year Support Unit Calculation Best 28 Weeks

	<u>A.D.A</u>		<u>Special Education</u>		<u>Adjusted A.D.A</u>		<u>Unit Divisor</u>		<u>Support Units</u>
Kindergarten Administrative	48.50				48.50	+	40	=	1.21
Elementary Administrative									
Grades 1-3	97.00	-	9.00	=	88.00	+	20	=	4.40
Grades 4-6	97.00	-	6.00	=	91.00	+	21.25	=	4.28
Secondary Administrative	194.00	-	11.00	=	183.00	+	13.25	=	13.81
<b>Exceptional Education</b>									
Exceptional Preschool					7.00				
Exceptional Elementary					15.00				
Exceptional Secondary					11.00				
Juvenile Detention Center A.D.A									
Exceptional Education Total					33.00	+	15.75	=	2.10
<b>SEPARATE ATTENDANCE UNITS</b>									
1 Kindergarten						+	0	=	0.00
Grades 1-3					0.00	+	0	=	0.00
Grades 4-6					0.00	+	0	=	0.00
Secondary					0.00	+	0	=	0
2 Kindergarten						+	0	=	0.00
Grades 1-3					0.00	+	0	=	0.00
Grades 4-6					0.00	+	0	=	0.00
Secondary						+	0	=	0.00
3 Kindergarten						+	0	=	0.00
Grades 1-3					0.00	+	0	=	0.00
Grades 4-6					0.00	+	0	=	0.00
Secondary					0.00	+	0	=	0.00
4 Kindergarten						+	0	=	0.00
Grades 1-3					0.00	+	0	=	0.00
Grades 4-6					0.00	+	0	=	0.00
Secondary					0.00	+	0	=	0.00
<b>ALTERNATIVE HIGH SCHOOL UNITS</b>									
Alternative Secondary High School Building 1					19.00	+	13.25	=	1.43
					0.00	+	0.00	=	0.00
					0.00	+	0.00	=	0.00
					0.00	+	0.00	=	0.00
					0.00	+	0.00	=	0.00
<b>TOTAL Estimated Units (Round to nearest tenth)</b>								=	<u>27.20</u>

District Support Unit calculation Template

**Used for Discretionary Funding**

# Where to find related forms?

- Attendance Manual and Emergency Closure Forms are located on our website at:
  - [https://www.sde.idaho.gov/site/finance\\_tech/forms.htm](https://www.sde.idaho.gov/site/finance_tech/forms.htm)
- Unit Calculation Worksheets are located on our website at:
  - [https://www.sde.idaho.gov/site/finance\\_tech/12\\_13\\_budget.htm](https://www.sde.idaho.gov/site/finance_tech/12_13_budget.htm)

# SY2014-2015 Statistics

> 1,946 New Students this year that entered Idaho's public education system

> 291,000 Enrollment count (Non Weighted)

114 Districts and 48-49 Charters reporting = 162/163

SY15: 114 Districts 48-49 Charters = 164:

1 Charter's Closed

3 New Charter's

5 LEA Conversion Charters

Units calculated for the First Reporting Period:

July 15<sup>th</sup> SY14= 14,554, Feb 15<sup>th</sup> SY15 14,646

92 more Units

Calculated highest paid protection value .28% last Feb, this year .11% settle out .10%

Last year 23 schools qualified for protection, this year only 18. So the loss of students in areas appears to be stabilizing

Detected over 30 major attendance related issues resulting in loss of funding for districts/charters – unrecoverable loss in funding for these districts/charters - *Bummer*

# One On Ones

Training for School Districts on how to use these reports takes place in the fall and or after your first uploads begin.

- 90 people signed up late summer.
- 55 districts participated in the Oct-Nov.
  - 54 Districts/Charters found attendance errors, and corrected the errors prior to December 4<sup>th</sup> upload.
  - 100% said they would run and use the reports to detect problems

# Sign Up Sheet for One on Ones

- Shannon and Pam will be conducting the training this fall.

# Contacts 332-6840

- Attendance and Enrollment:
  - Shannon Wendling & Pam Brewer
- Buildings – New and Changes to Schools:
  - Brandon Phillips
- Secure File Manager Website:
  - LaRae Ashby