SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

ATTENDANCE & ENROLLMENT 101
Accurate Reporting
(I.C. 33-1002)

Fundamentals to accurately report Attendance & Enrollment to Maximize your funding

- Calendars – Drive your funding
  - Setting the Calendar
    - Check for low days of attendance
  - Calendar Types
    - Students must be setup correctly
  - Grade Grouping
    - Each grade within a grouping must follow the same calendar
  - Attendance
    - Record accurately and check for errors
Calendar Setting

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

Keep track of which days/weeks historically are lower in attendance and plan your school calendar accordingly

**Midterm Reporting Period:** Ends the first Friday in November. Attendance from the 1st day of school to the 1st Friday in November. Midterm Reporting Period units drive salary and benefit apportionment.

**End of Year:**

The Best 28 Weeks of attendance and it drives the distribution factor/entitlement.
CALENDARS
Critical to Accurate Funding

2 Types of Calendars reported to the SDE

• Instructional – hours of classroom instruction
  • Kindergarten
  • Grades 1-3
  • Grades 4-8
  • Grades 9-12

• ISEE – days of student attendance \textbf{DRIVES FUNDING}
  • Kindergarten
  • Elementary 1-6
  • Secondary 7-12
  • Maintained in student management system and reported through your ISEE upload.

**ISEE Calendars Drive the Unit that Drives Funding**

• Grade Grouping / Aggregate Attendance / # days per Calendar week = Average Daily Attendance (ADA)
  Average Daily Attendance (ADA) / Divisor = UNIT
CALENDARS CONTINUED

Kindergarten ISEE Calendars

• Must choose either Instructional, Non-Instructional or Emergency Closure

• Calendar schedule drives FUNDING
  ➢ .5 day schedule = .5 day attendance
  ➢ 1.0 day Schedule = 1.0 day attendance

To maximize funding it is recommended to set the different schedules with the same attendance dates.
CALENDARS CONTINUED

Grades 1-12 ISEE Calendars

- Must choose either Instructional, Non-Instructional or Emergency Closure

  - 5 day school week Districts / Charters
    - Each week must total 5 days
      - Example: 4 days instructional / 1 day Non-instructional

  - 4 day school week Districts / Charters
    - Each week must total 4 days
      - Example: 3 days Instructional / 1 day Non-instructional / 1 day 0
      - 5th day on a 4 day week should ALWAYS be zero
Aggregate Attendance & ADA

**Aggregate Attendance** is the 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 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.
## Aggregate Attendance & ADA

**Effective Date:** 2/19/2016  
**Page:** 4

**School Year:** 2015 - 2016  
**Period(s):** 1

**458 LIBERTY CHARTER**  
**0587 LIBERTY CHARTER SCHOOL**  
**Secondary**

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<th>Vacation Days</th>
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Calendar Types

- K - Kindergarten (SDE funds only .5 day)
- R - Grades 1 – 12
- A - Alternative Secondary School grades 7-12 (hours)
  - Including Juvenile Detention Centers
- DR - Private & Home Schooled (hours)
- SA - Summer Alternative Secondary grades 7-12 (hours)
- SR - Summer Juvenile Detention Centers

**New law to include 6th grade as part of Alternative Schools will be effective for Summer School July 2016 July 2016 FY 16-17**

**Extremely Important** – DO NOT change calendars after attendance has been reported.
Kindergarten Calendar

<table>
<thead>
<tr>
<th>Kindergarten Schedule Numbering System</th>
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<tr>
<td>1) AM only - every day</td>
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<tr>
<td>2) PM only - every day</td>
</tr>
<tr>
<td>3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)</td>
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<tr>
<td>4) M,W, every other F (2 sessions/day)</td>
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<td>5) T,Th, every other F (2 sessions/day)</td>
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<tr>
<td>6) AM &amp; PM (full day) - every day</td>
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<tr>
<td>7 &amp; above) all other schedules</td>
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Use the code that reflects how the kindergarten calendar is setup.

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.

CAUTION: to maximize funding attendance days per calendar must be the same for each grade grouping.  K / 1-6 / 7-12
Grade Groupings  
(I.C. 33-1002)

• **KG - Kindergarten**
• **Grades 1-6 - Elementary**
• **Grade 7-12 - Secondary**
• **Grades 7-12 - Alternative Secondary School**
  ➢ Including Juvenile Detention Centers
• **Grades 7-12 - Summer Alternative Secondary**
  ➢ Including Summer Juvenile Detention Centers

Grade Grouping must follow the same Calendar

• *Same start & end dates*
• *Same attendance dates*
## Enrollment & ADA

### Effective Date:
- School Year: 2014 - 2015
- Provider(s): 025 POCATELLO DISTRICT
- Building(s): All
- Charters: Both
- Period: None
- Begin Date: 1/7/2014
- End Date: 11/7/2014

### Region 5

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### AVRG ADA MIDTERM
- **95%**
- **889**
- **2,826**
- **2,711**
- **5,199**

### UNIT CALC RPT ADA
- **897**
- **2,865**
- **2,760**
- **5,115**

### ADA % OF ENROLLMENT
- **96%**
- **96%**
- **97%**
- **93%**

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## Support Unit Calculation

**Effective Date:** 4/15/2015  
**Idaho State Department of Education**  
**7/23/2015 7:46:04 AM**

**School Year:** 2014 - 2015  
**Report Type:** Midterm Reporting Period

### 025 POCATELLO DISTRICT

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<tr>
<th>Days/Sessions</th>
<th>Aggregate Attendance</th>
<th>A.D.A</th>
<th>Special Education</th>
<th>Adjusted A.D.A</th>
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<th>Support Units</th>
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### Exceptional Education
- Exceptional Preschool: 37.26
- Exceptional Elementary: 385.86
- Exceptional Secondary: 299.55
- 9034 - POCATELLO JUVENILE DETENTION: 3.68

**Exceptional Education Total:** 726.35 / 14.5 = 50.09

### Separate Attendance Units, Alternative Secondary Schools, District-to-Agency Contracts, Border Contracts, Summer J.D.
- 1002 - KINPORT ACADEMY: 119.00 / 52.00 = 5,792.36 / 111.39 / 22.28 / 12.0 = 1.86
- 1141 - NEW HORIZONS HIGH SCHOOL: 119.00 / 52.00 = 24,495.43 / 471.07 / 94.21 / 12.0 = 7.85
- 1142 - NEW HORIZONS ALT SUMMER: 34.00 / 34.00 = 27,352.50 / 804.49 / 121.57 / 40.0 = 3.04

**Total Support Units:** 590.63

**Protected Support Unit Adjustment:** -0.1% = 0.59

**Total Support Units (adjusted for protection):** 590.04

---

Days in Session may not equal actual Days in Session due to rounding.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Preschool (Special Ed)</th>
<th>Kindergarten</th>
<th>Elementary</th>
<th>Secondary</th>
<th>Exceptional</th>
<th>Alternative Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool (Special Ed)</td>
<td>37.26</td>
<td>773.49</td>
<td>5,211.01</td>
<td>4,725.30</td>
<td>689.23</td>
<td>123.22</td>
</tr>
<tr>
<td>Total</td>
<td>11,559.51</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Alternative Secondary</td>
<td>121.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Preschool (Special Ed)</th>
<th>Kindergarten</th>
<th>Elementary</th>
<th>Secondary</th>
<th>Exceptional</th>
<th>Alternative Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool (Special Ed)</td>
<td>37.26</td>
<td>897.16</td>
<td>5,238.97</td>
<td>4,815.79</td>
<td>689.09</td>
<td>116.49</td>
</tr>
<tr>
<td>Total</td>
<td>11,794.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summer Alternative Secondary**

**Summer Juvenile Detention**
## Exceptional Child Unit Report

**Effective Date:** 4/15/2015  
**Page:** 1

**School Year:** 2014 - 2015  
**Provider:** 025 POCATELLO DISTRICT

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
<th>Fall Membership</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adjusted fall K-3 enrollment</td>
<td>3,624.00</td>
<td>56.35%</td>
</tr>
</tbody>
</table>
| 2.  | Adjusted fall 4-6 enrollment  
  (Do not include JDC or Border students) | 2,807.00 | 43.65% |
| 3.  | minus exceptional tuition equivalent students | 0.00 | |
| 4.  | (line 1 + line 3) minus line 3 | 6,431.00 | |
| 5.  | line 4 x 6.0% | 385.86 | |
| 6.  | line 3 plus line 5 = approved number of ELEM students | 385.86 | |
| 7.  | Adjusted fall 7-12 enrollment  
  (Do not include AHS, JDC or Border Students) | 5,412.00 | |
| 8.  | minus exceptional tuition equivalent students | (2.00) | |
| 9.  | line 7 minus line 8 | 5,410.00 | |
| 10. | line 9 x 5.5% | 297.55 | |
| 11. | line 8 plus line 10 = approved number of SECND students | 299.55 | |

- K-12 figures are based off of the General Net Allocated Enrollment  
- These figures are the Special Ed ADA reduction adj for grade grouping 1-12 ADA this will tie back to the Support Unit Calc
### IDAHO CODE 33-1002 (4)
#### COMPUTATION OF KINDERGARTEN SUPPORT UNITS

<table>
<thead>
<tr>
<th>Average Daily Attendance</th>
<th>Attendance Divisor</th>
<th>Units Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 or more</td>
<td>40</td>
<td>1 or more as computed</td>
</tr>
<tr>
<td>31</td>
<td>40.99 ADA</td>
<td>1</td>
</tr>
<tr>
<td>26</td>
<td>30.99 ADA</td>
<td>.85</td>
</tr>
<tr>
<td>21</td>
<td>25.99 ADA</td>
<td>.75</td>
</tr>
<tr>
<td>16</td>
<td>20.99 ADA</td>
<td>.6</td>
</tr>
<tr>
<td>8</td>
<td>15.99 ADA</td>
<td>.5</td>
</tr>
<tr>
<td>1</td>
<td>7.99 ADA</td>
<td>count as elementary</td>
</tr>
</tbody>
</table>

### COMPUTATION OF ELEMENTARY SUPPORT UNITS

#### Support unit Calculation Table

<table>
<thead>
<tr>
<th>Average Daily Attendance</th>
<th>Attendance Divisor</th>
<th>Minimum Units Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 or more ADA</td>
<td>23</td>
<td>15</td>
</tr>
<tr>
<td>160 to 299.99 ADA</td>
<td>20</td>
<td>8.4</td>
</tr>
<tr>
<td>110 to 159.99 ADA</td>
<td>19</td>
<td>6.8</td>
</tr>
<tr>
<td>71.1 to 109.99 ADA</td>
<td>16</td>
<td>4.7</td>
</tr>
<tr>
<td>51.7 to 71.09 ADA</td>
<td>15</td>
<td>4.0</td>
</tr>
<tr>
<td>33.6 to 51.69 ADA</td>
<td>13</td>
<td>2.8</td>
</tr>
<tr>
<td>16.6 to 33.59 ADA</td>
<td>12</td>
<td>1.4</td>
</tr>
<tr>
<td>.01 to 16.59 ADA</td>
<td>n/a</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### COMPUTATION OF SECONDARY SUPPORT UNITS

<table>
<thead>
<tr>
<th>Average Daily Attendance</th>
<th>Attendance Divisor</th>
<th>Minimum Units Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 or more</td>
<td>18.5</td>
<td>47</td>
</tr>
<tr>
<td>400</td>
<td>16</td>
<td>28</td>
</tr>
<tr>
<td>300</td>
<td>14.5</td>
<td>22</td>
</tr>
<tr>
<td>200</td>
<td>13.5</td>
<td>17</td>
</tr>
<tr>
<td>100</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>99.99 or fewer</td>
<td>Units allowed as follows:</td>
<td></td>
</tr>
<tr>
<td>Grades 7--12</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Grades 9--12</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Grades 7--9</td>
<td></td>
<td>1 per 14 ADA</td>
</tr>
<tr>
<td>Grades 7--8</td>
<td></td>
<td>1 per 16 ADA</td>
</tr>
</tbody>
</table>

### COMPUTATION OF EXCEPTIONAL SUPPORT UNITS

<table>
<thead>
<tr>
<th>Average Daily Attendance</th>
<th>Attendance Divisor</th>
<th>Minimum Units Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 or more</td>
<td>14.5</td>
<td>1 or more as computed</td>
</tr>
<tr>
<td>12</td>
<td>13.99</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>11.99</td>
<td>.75</td>
</tr>
<tr>
<td>4</td>
<td>7.99</td>
<td>.5</td>
</tr>
<tr>
<td>.01</td>
<td>3.99</td>
<td>.25</td>
</tr>
</tbody>
</table>

### COMPUTATION OF ALTERNATIVE SCHOOL SECONDARY SUPPORT UNITS

<table>
<thead>
<tr>
<th>Pupils in Attendance</th>
<th>Attendance Divisor</th>
<th>Minimum Units Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>12</td>
<td>1 or more as computed</td>
</tr>
</tbody>
</table>
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 a full day session their daily attendance will be a 1.0 each day of attendance and their calendar will also be a 1.0 each day.
- REMEMBER – Kindergarten is only funded for .5 half day.
  - 4 hours or more = 1.0 full day of attendance
  - 2.5 hour to 3.99 hrs = .5 Half day of attendance
  - Less than 2.5 hours = 0 day of attendance
- It is important to set up all calendars to match attendance schedules.
  - .5 day attendance .5 day calendar
  - 1.0 day attendance 1.0 day calendar
Attendance Grades 1-12

ONLY 3 SETTINGS IN A DAY

1 Day = 4 or more hours
.5 Day = 2.5 to 3.99 hours
No Attendance = Less than 2.5 Hours

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)
MAXIMIZED UNIT = MAXIMIZED FUNDING

- Set your Calendars
  - Days of attendance
  - Calendar Types – K / R / A / DR / SA / SR
  - Grade Group - K / Elem 1-6 / Sec 7-12

- Each grade grouping is district wide & should have the same start and end dates and attendance dates.

Example: having one first grade school not attending the same days as the other first grade schools, negatively impacts your aggregate attendance, ADA, units, and ultimately funding.

- Accurate attendance – correct entry & exit dates
  - First day of attendance
  - Last day of 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.
Other Required Reporting

1. Homebound Students
2. Dual Enrolled – Publicly enrolled
3. Dual Enrolled – Private/Home School enrolled
4. How to Identify Dual Enrolled Students
5. Detention Center Attendance
6. Early Graduates
7. Emergency Closures
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 reasons 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.
Public Dual Enrolled Students

• A Public dual 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 their last day of attendance.
  – Be careful to not identify a student as a homeschooled or private schooled student, when they are dual enrolled in another district and or charter.

• 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 prior to the submission period deadlines, and correct any mis-identification.
Homeschool/Private or Non-Public Dual Enrolled

- Those non-public students who are not educated in a public school, but attend classes at a public school are also considered dual enrolled students.
- A dual 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.

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.

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
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
Two reports that can help you identify dual enrolled students:

- Allocated Enrollment Report
  - Report identifies by EDUID the student, number of courses, and instructional time in each district/charter
  - Duplicate enrollment affects Special Education Funding

- Greater than 1 ADA
  - From the attendance records, this report identifies by EDUID the student, the reported attendance and calendar days
  - Affects your ADA and units

- Districts & Charters should work together on tuition agreements & claiming ADA
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

• Note: if the students are temporarily in the Detention Center, no need to exit these students, however you should **NOT** report attendance on them when they are not present in your school!
  - *Students detected for double attendance will be reduced to 0 and the benefit will go to the Detention Facility*
Attendance Problems & Solutions

• Detention Centers & School Districts reporting attendance on the same day
  o Benefit goes to the Detention Center
    • Automatically adjusted when detected
  o Will be listed on the Greater than 1 ADA report

• Entry and Exit date problems & attendance
  o Make sure your student is properly enrolled and present, and or exited and marked absent
    • Benefit is an aggregated and split by each district
      o Automatically adjusted when detected
Early Graduates

- Continued to report Attendance for high school 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
Emergency Closure

CERTIFICATE OF CLOSURE
Emergency Closures Reporting
2008 - 2009

Reporting Period
(1st period, 2nd period or 3rd period)

District # District Name

In compliance with I.C. 33-1003A, certify the cause and duration of each incident of emergency school closure.

- For each emergency closure, show the number of instructional hours missed for each grade grouping.
- If the missed instructional hours in each grade grouping for all buildings in the district are the same, then fill one line listing “All”.
- If the emergency closure was for 2 or more consecutive full days, show on one line the date(s) of the closure.
- Report instructional hours to 2 decimal place.
- Attach a copy of the school board minutes showing approval for each emergency closure stating the cause and duration.

<table>
<thead>
<tr>
<th>Building Number or If District Wide</th>
<th>All</th>
<th>Cause for the Emergency Closure</th>
<th>Date(s)</th>
<th>Amount of Kindergarten Instructional Hours Missed*</th>
<th>Amount of Grades 1-3 Instructional Hours Missed*</th>
<th>Amount of Grades 4-6 Instructional Hours Missed*</th>
<th>Amount of Grades 7-12 Instructional Hours Missed*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Please submit with the Attendance and Enrollment Reports.

Superintendent’s Signature

*Be sure to reduce your instructional hours on your school calendars to reflect the closure.

The board of trustees shall certify to the State Department of Education the cause and duration of such closure.
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 Support Units

### (Protection vs. No Protection)

**Example 1**
- **Protected**

**Example 2**
- **Not Protected**

---

### School Year: 2012 - 2013

### Report Type: First Reporting Period

<table>
<thead>
<tr>
<th>Kindergarten Administrative</th>
<th>16.69</th>
<th>10.29</th>
<th>0.60 Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary 1-6 Administrative</td>
<td>94.28</td>
<td>91.45</td>
<td>16.00</td>
</tr>
<tr>
<td>Secondary Administrative</td>
<td>147.91</td>
<td>143.47</td>
<td>12.00</td>
</tr>
<tr>
<td>Exceptional Education</td>
<td>7.26</td>
<td>8.91</td>
<td></td>
</tr>
<tr>
<td>Exceptional Elementary</td>
<td>16.17</td>
<td>15.68</td>
<td>14.59</td>
</tr>
<tr>
<td>Exceptional Education Total</td>
<td>275.16</td>
<td>Total Support Units</td>
<td>19.36</td>
</tr>
<tr>
<td>Total Prior Year A.D.A.</td>
<td>275.16</td>
<td>Current Year Support Units</td>
<td></td>
</tr>
</tbody>
</table>

### Example 1 - Protected

**Total A.D.A.**
- 275.16
- Total Protected Support Units | 19.36

**Supported:**
- Protected Support Unit Adjustment: -0.11%
- Total Support Units | 19.34

**Current Total A.D.A. (P-12):**
- 251.81
- Prior Year First Period Minus 3%

**Example 2 - Not Protected**

**Current Total A.D.A. (P-12):**
- 222.15

**Prior Year First Period Minus 3%**
- 216.36

* Excludes Alternative Summer, Summer Juvenile Detention, Border, and District-to-Agency Contracts.
Preschool numbers are based on your PK Students identified in your student management system.
Remember after each transmitted upload, run the following ISEE reports:

- Current Year Support Unit Calculation
- Building Level
- Net Enrollment Report
- Enrollment Detail Report
- Greater than 1 ADA
- Aggregate Attendance Detail
- Best 28 Weeks
- District Wide

Upload ISEE data prior to deadline to verify accuracy.
Maximize Your Funding

1. Establish accurate Calendars / Weeks with the highest attendance
2. Ensure that the Calendar Type is correct for each student
3. Integrate each Grade Group into the correct calendar
4. Maintain procedures to double check Daily Attendance
5. Record all student data & double check entry and exit dates
6. Run Allocated Enrollment & Greater than 1 ADA reports to catch dual enrolled students & establish tuition agreements
7. Send in submissions early / Do not procrastinate on making corrections
8. Have a designated person assigned to run attendance & enrollment Reports within 2-3 business days after transmission
9. Make sure to not miss a scheduled upload date
10. Ensure Midterm reporting period data is correct prior to December deadline
# ISEE Submission Schedule for FY2015-2016

## MIDTERM REPORTING PERIOD

1st day of school through the 1st Friday of November Submission  
Attendance & Enrollment and Staffing  
Including Summer School

<table>
<thead>
<tr>
<th>Collection Period (Data)</th>
<th>Submission Period</th>
<th>Correction Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Alternative</td>
<td>06/01/2015 – 09/11/2015</td>
<td>08/07/2015 – 09/18/2015</td>
</tr>
<tr>
<td>October Submission</td>
<td>07/01/2015 – 10/02/2015</td>
<td>10/02/2015 – 10/15/2015</td>
</tr>
<tr>
<td>November Submission</td>
<td>10/03/2015 – 11/06/2015</td>
<td>11/06/2015 – 11/20/2015</td>
</tr>
</tbody>
</table>

**May 15th Payment**

## 4TH REPORTING PERIOD

November – February Submission & Corrections  
Attendance & Enrollment and Staffing

<table>
<thead>
<tr>
<th>Collection Period (Data)</th>
<th>Submission Period</th>
<th>Correction Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>March Submission</td>
<td>11/07/2015 – 03/04/2016</td>
<td>03/04/2016 – 03/18/2016</td>
</tr>
</tbody>
</table>

**May 15th Payment**

## FINAL REPORTING PERIOD

March – June Submissions

<table>
<thead>
<tr>
<th>Collection Period (Data)</th>
<th>Submission Period</th>
<th>Deadline 6/17/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>May Submission</td>
<td>03/05/2016 – 05/06/2016</td>
<td>05/06/2016 – 05/20/2016</td>
</tr>
<tr>
<td>End of Year Submission</td>
<td>05/07/2016 – 06/17/2016</td>
<td>05/20/2016 – 06/17/2016</td>
</tr>
</tbody>
</table>

**July 15th Payment**

## ATTENDANCE & ENROLLMENT CORRECTIONS:

Any corrections to Midterm reporting period needed after 3/27/16 **MUST** be requested and approved prior to the 6/17/16 deadline.
Have Questions

We are your support!  
332-6840

Shannon Wendling  
swendling@sde.idaho.gov

Pam Brewer  
pbrewer@sde.idaho.gov