Attendance and Enrollment
Maximizing your Funding

Please share this information with your Business Manager, ISEE Coordinator and any other personnel responsible for reporting Attendance and Enrollment.

WHAT'S CRITICAL?

All enrollment and attendance data for the Midterm reporting period must be correctly reported no later than Friday, December 7th 2018.

Important: Please be advised that if corrections to your attendance and enrollment data are made after this deadline, your district or charter may lose unrecoverable funding from other programs and/or special distributions.

It is important to review your attendance and enrollment data against your student management system directly after each submission upload. Remember to send in the upload early to allow time for changes. It is important that all information be tied back to your student management system to verify accuracy. You can usually run reports two or three days after submission. Please be aware that your information may change by a small amount between the time you upload and the end result because of dual enrolled students that you may be sharing with another district or charter. The following reports will be helpful for review:

- Building Level
- Current Year Support Unit Calculation
- Net Enrollment
- Aggregated Attendance Detail
- Greater than One ADA
- Allocated Enrollment
- Best 28 Weeks (end of the year)

CRITICAL ISSUES

SRM Warnings: Please review the SRM warnings carefully. Contact your SDE ISEE Regional Coordinator if you need help.

Calendar Issues: Grade Groupings should stay together. Kindergarten, Elementary 1-6, Secondary 7-12, Alternative 6-12. These groups must have the same start date, end date and days in session if your district/charter is not set up with track calendars. If the grade groupings do not use the same dates, your funding could be affected. Please contact us if your district/charter will split grade groupings and we will talk about track calendars.

Student Demographics: Please review to ensure that all students are reported accurately by grade and attached to the correct calendar.

ISEE Upload: Once the ISEE data has been uploaded, please review the reports listed above and verify against your student management system for accuracy.

February 15th Payment: The February 15th payment covers attendance and enrollment from the first day of school, through and including the first Friday in November. The deadline for submission is November 16, 2018 and for corrections is December 7, 2018; please submit your data early to give yourself time to verify the ISEE information.

March, May and End of Year submission: Your district/charter may submit corrections to the Attendance and Enrollment Midterm reporting period data with subsequent ISEE uploads to ensure accuracy, however you may lose some unrecoverable funding from other programs and special distributions.

Prior Year Corrections: Districts/charters may request a prior year corrections for attendance and enrollment information for up to three (3) years prior. Please fill out and follow the directions on our website under Public School Finance and Other forms.

Reporting Periods:

- Summer School – begins after the last day of regular school and ends prior to the beginning of the next regular school year.
- Midterm Reporting Period – First day of regular school through and including the first Friday in November.
- Full Term – First day of regular school through and including the last day of regular school.
- Best 28 Weeks – First day of regular school through and including the last day of regular school and calculates the Best 28 weeks of attendance.

The following is the schedule for ISEE data collection and submissions:

ISEE Submission Schedule			
FY2018 - 2019			
MIDTERM REPORTING PERIOD			
1st day of school through the 1st Friday of November Submission Attendance & Enrollment and Staffing Including Summer School			
	Collection Period (Data)	Submission Period	
Summer Alternative	05/28/2018 – 08/17/2018	08/03/2018 – 09/07/2018	**Correction Deadline** **12/07/18**
October Submission	8/13/2018 – 9/28/2018	09/28/2018 – 10/15/2018	
November Submission	8/13/2018 – 11/02/2018	11/02/2018 – 11/16/2018	February 15th Payment

4TH REPORTING PERIOD			
November – February Submission & Corrections Attendance & Enrollment and Staffing			
ATTENDANCE & ENROLLMENT CORRECTIONS:	All corrections to Midterm reporting MUST be submitted by the deadline of 3/22/19		
	Collection Period (Data)	Submission Period	
March Submission	8/13/2018 – 03/01/2019	03/01/2019 – 03/15/2019	**Correction Deadline** **3/22/19** May 15th Payment

FINAL REPORTING PERIOD			
March – June Submissions			
Attendance & Enrollment Final Submission 6/21/19			
	Collection Period (Data)	Submission Period	
May Submission	08/13/2018 – 05/03/2019	05/03/2019 – 05/17/2019	**Deadline 6/21/19**
End of Year Submission	08/13/2018 – 06/21/2019	05/24/2019 – 06/21/2019	July 15th Payment
ATTENDANCE & ENROLLMENT CORRECTIONS:	Any corrections to Midterm reporting period can be made with subsequent submissions until the June Deadline.		

Help is available

If your district/charter wants a greater understanding of how these reports can improve your data accuracy and funding, please contact Pam Brewer, pbrewer@sde.idaho.gov (208)332-6983).