



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

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 **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

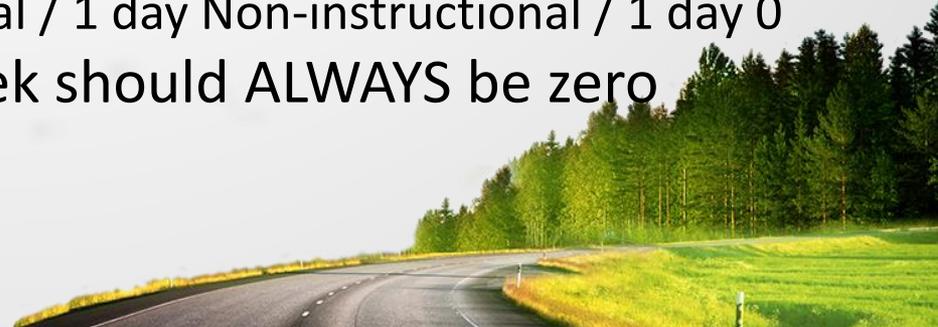
To maximize funding it is recommended to set the different schedules with the same attendance dates.



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

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Idaho State Department of Education
Attendance/Enrollment System
Regular Attendance Information By Building

2/19/2016 10:59:32 AM

School Year: 2015 - 2016

Period(s): 1

458 LIBERTY CHARTER
0587 LIBERTY CHARTER SCHOOL
Secondary

Week Number	Monday Date	Days In Session	Emerg Closure Days	Vacation Days	Aggregate Attendance	ADA	Adjusted Aggregate Attendance
7	8/10/2015	5.0	0.0	0.0	1,002.0	200.40	1,002.00
8	8/17/2015	5.0	0.0	0.0	1,021.0	204.20	1,021.00
9	8/24/2015	5.0	0.0	0.0	1,014.0	202.80	1,014.00
10	8/31/2015	5.0	0.0	0.0	1,001.5	200.30	1,001.50
11	9/7/2015	4.0	0.0	0.0	809.0	202.25	809.00
12	9/14/2015	5.0	0.0	0.0	1,004.5	200.90	1,004.50
13	9/21/2015	5.0	0.0	0.0	1,003.0	200.60	1,003.00
14	9/28/2015	3.0	0.0	0.0	611.0	203.67	611.00
17	10/19/2015	5.0	0.0	0.0	1,007.0	201.40	1,007.00
18	10/26/2015	5.0	0.0	0.0	991.0	198.20	991.00
19	11/2/2015	5.0	0.0	0.0	1,014.0	202.80	1,014.00
Total		52.0	0.0	0.0	10,478.00	201.50	10,478.00

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

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
Wk 2 - T, Th (2 sessions/day) | 6) AM & PM (full day) - every day |
| | 7 & above) all other schedules |

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 :
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Idaho State Department of Education
Attendance/Enrollment System
Net Enrollment Report

2/22/2016 11:36:44 AM

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

Bldg	Building	Pre	K	1st	2nd	3rd	4th	5th	6th	Net Total	7th	8th	9th	10th	11th	12th	Net Total	Net Total	
Region 5																			
025 POCATELLO DISTRICT																			
0020	FRANKLIN MIDDLE	0	0	0	0	0	0	0	0	244	244	246	227	0	0	0	0	473	717
0021	HAWTHORNE MIDDLE	0	0	0	0	0	0	0	0	252	252	247	256	0	0	0	0	503	755
0022	IRVING MIDDLE SCHOOL	0	0	0	0	0	0	0	0	215	215	186	196	0	0	0	0	382	597
0023	ALAMEDA MIDDLE	0	0	0	0	0	0	0	0	225	225	192	228	0	0	0	0	420	645
0024	POCATELLO HIGH	0	0	0	0	0	0	0	0	0	0	0	0	250	255	275	235	1,015	1,015
0025	HIGHLAND HIGH SCHOOL	0	0	0	0	0	0	0	0	0	0	0	411	375	356	325	1,467	1,467	
0353	EDAHOW ELEMENTARY	0	40	56	52	53	49	57	0	307	0	0	0	0	0	0	0	0	307
0354	GREENACRES	0	58	64	60	57	48	52	0	339	0	0	0	0	0	0	0	0	339
0355	INDIAN HILLS	0	93	99	90	93	110	96	0	581	0	0	0	0	0	0	0	0	581
0356	CHUBBUCK	0	93	100	85	84	90	85	0	537	0	0	0	0	0	0	0	0	537
0357	GATE CITY ELEMENTARY	0	74	81	80	86	78	83	0	482	0	0	0	0	0	0	0	0	482
0358	RULON M ELLIS ELEM	0	68	89	83	81	85	83	0	489	0	0	0	0	0	0	0	0	489
0359	WASHINGTON	0	30	49	43	47	44	40	0	253	0	0	0	0	0	0	0	0	253
0360	TYHEE ELEMENTARY	13	78	86	76	89	92	82	0	503	0	0	0	0	0	0	0	0	516
0361	SYRINGA ELEMENTARY	0	96	80	82	78	101	64	0	501	0	0	0	0	0	0	0	0	501
0362	CLAUDE A WILCOX ELEM	0	87	98	99	98	93	89	0	564	0	0	0	0	0	0	0	0	564
0365	JEFFERSON	0	72	75	70	80	76	50	0	423	0	0	0	0	0	0	0	0	423
0366	TENDOY ELEMENTARY	0	48	42	46	53	51	48	0	288	0	0	0	0	0	0	0	0	288
0368	LEWIS & CLARK	0	99	93	111	87	91	81	0	562	0	0	0	0	0	0	0	0	562
0956	CENTURY HIGH SCHOOL	0	0	0	0	0	0	0	0	0	0	0	324	290	302	297	1,213	1,213	
9033	LINCOLN PRESCHOOL	111	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	111
TOTAL GRADE GROUPING			936			2,975				2,854								5,473	
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%	
1002	KINPORT ACADEMY	0	0	0	0	0	0	0	0	0	10	16	0	0	0	0	0	26	26
1141	NEW HORIZONS HIGH	0	0	0	0	0	0	0	0	0	0	0	5	21	33	52	111	111	
9034	POCATELLO JUVENILE	0	0	0	0	0	0	0	0	0	0	1	0	1	1	1	4	4	

Support Unit Calculation

Effective Date: 4/15/2015

Idaho State Department of Education

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Attendance/Enrollment System
Current Year Support Unit Calculation

School Year: 2014 - 2015

Report Type: Midterm Reporting Period

025 POCATELLO DISTRICT

	Days/Sessions	Aggregate	Special	Adjusted	Unit	Support	
	Midterm	Attendance	A.D.A	Education	A.D.A	Divisor	Units
Kindergarten Administrative	29.03	26,044.50	897.16		897.16 /	40.0 =	22.43
Elementary 1-3 Administrative	52.00	148,981.50	2,865.03	(217.44)	2,647.59 /	20.0 =	132.38
Elementary 4-6 Administrative	52.00	143,509.50	2,759.80	(168.42)	2,591.38 /	23.0 =	112.67
Secondary Administrative	52.00	265,997.50	5,115.34	(299.55)	4,815.79 /	18.5 =	260.31

Exceptional Education

Exceptional Preschool					37.26		
Exceptional Elementary					385.86		
Exceptional Secondary					299.55		
9034 - POCATELLO JUVENILE DETENTION Secondary					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 Secondary	119.00	52.00	5,792.36	111.39	22.28 /	12.0 =	1.86
1141 - NEW HORIZONS HIGH SCHOOL Secondary	119.00	52.00	24,495.43	471.07	94.21 /	12.0 =	7.85
1142 - NEW HORIZONS ALT SUMMER Secondary	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.)	Term	Average Daily Attendance (A.D.A.)	1st Rpt Period
Preschool (Special Ed)	37.26	Preschool (Special Ed)	37.26
Kindergarten	773.49	Kindergarten	897.16
Elementary	5,211.01	Elementary	5,238.97
Secondary	4,725.30	Secondary	4,815.79
Exceptional	689.23	Exceptional	689.09
Alternative Secondary	123.22	Alternative Secondary	116.49
Total	11,559.51	Total	11,794.76
Summer Alternative Secondary	121.57	Summer Alternative Secondary	121.57
Summer Juvenile Detention		Summer Juvenile Detention	

Exceptional Child Unit Report

Effective Date: 4/15/2015
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Idaho State Department of Education
Attendance/Enrollment System
Exceptional Child Unit Approvals

School Year: 2014 - 2015
Provider: 025 POCATELLO DISTRICT

ELEMENTARY

	Fall	
	Membership	% of Total
1. Adjusted fall K-3 enrollment	3,624.00	56.35%
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	

56.35% x 385.86 = ELEM 1-3 portion

43.65% x 385.86 = ELEM 4-6 portion

217.44

168.42

SECONDARY

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

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
Divisor
= Units

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



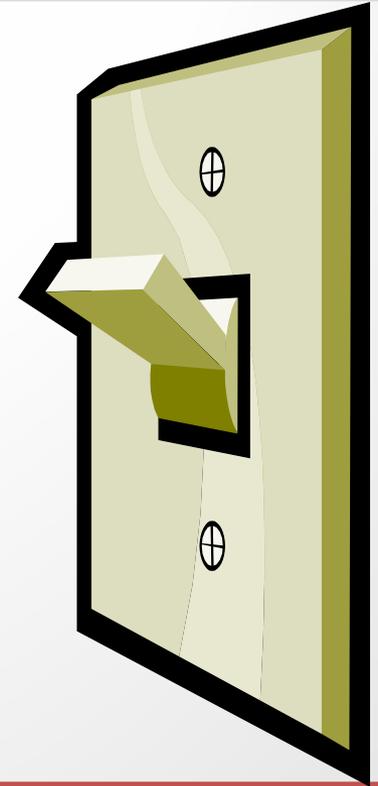
Attendance Grades 1-12

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

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



Identify Dual Enrolled Students

- 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
 - Benefit goes to the Detention Center
 - *Automatically adjusted when detected*
 - Will be list on the Greater than 1 ADA report
- 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*

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 where 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.

Building Number or if District Wide <u>All</u>	Cause for the Emergency Closure	Date(s)	Amount of Kindergarten Instructional Hours Missed*	Amount of Grades 1-3 Instructional Hours Missed*	Amount of Grades 4-6 Instructional Hours Missed*	Amount of Grades 7-12 Instructional Hours Missed*

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)

Effective Date: 4/30/2013
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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		Unit Divisor	Support Units
	A.D.A.	Minus %		
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			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
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Idaho State Department of Education
Attendance/Enrollment System
Prior Year Support Unit Calculation
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School Year: 2012 - 2013
Report Type: First Reporting Period

013 COUNCIL DISTRICT

	Prior Year		Unit Divisor	Support Units
	A.D.A.	Minus %		
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			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

Preschool FTE Unit Summary

Effective Date: 3/27/2015

Idaho State Department of Education

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Attendance/Enrollment System
Preschool FTE Unit Summary Report

School Year: 2014 - 2015

District #	DistrictName	School #	SchoolName	StudentCount	Minutes Per Week	Calc FTE	Max FTE
025			Totals:	131	35765.00	37.26	37.26
	POCATELLO	9033	LINCOLN	131.00	35765.00	37.26	37.26

Preschool numbers are based on your PK Students identified in your student management system

ISEE Balancing Reports

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

	Collection Period (Data)	Submission Period	
Summer Alternative	06/01/2015 - 09/11/2015	08/07/2015 - 09/18/2015	Correction Deadline 12/14/15
October Submission	07/01/2015 - 10/02/2015	10/02/2015 - 10/15/2015	
November Submission	10/03/2015 - 11/06/2015	11/06/2015 - 11/20/2015	February 15th Payment

4TH REPORTING PERIOD

November - February Submission & Corrections
Attendance & Enrollment and Staffing

STAFFING CORRECTIONS: After 12/14/15 all corrections **MUST** be requested and approved prior to the deadline of 3/27/16

ATTENDANCE & ENROLLMENT CORRECTIONS: All corrections to Midterm reporting **MUST** be submitted by the deadline of 3/27/16

	Collection Period (Data)	Submission Period	
March Submission	11/07/2015 - 03/04/2016	03/04/2016 - 03/18/2016	Correction Deadline 3/27/16 May 15 th Payment

FINAL REPORTING PERIOD

March - June Submissions

Attendance & Enrollment Final Submission 6/17/16

	Collection Period (Data)	Submission Period	
May Submission	03/05/2016 - 05/06/2016	05/06/2016 - 05/20/2016	Deadline 6/17/16 July 15 th Payment
End of Year Submission	05/07/2016 - 06/17/2016	05/20/2016 - 06/17/2016	

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

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