

# Vermont Student Census Training

Vermont Department  
of Education

## Morning Session

- Review of Student Counts
- A Brief History of the Student Census
- How the Student Census will be used to replace older aggregate data collections
- ADM Residency Verification & Revision Process

## Afternoon Session

- ADM Calculation – The Details
- Allowable Tuition FTE Calculation & Verification
- Reporting Early Education Students

## Review of Student Counts

- Enrollment
- Average Daily Membership
- Equalized Pupil
- Allowable Tuition FTE

## Enrollment

**Definition:** A headcount of students enrolled in a school as of October 1.

**Uses:**

- Federal Reporting
- Allocation of Federal Title Funds
- Allocation of Small Schools Grants

## Average Daily Membership (ADM)

**Definition:** A full-time equivalent enrollment for the first 40 days\* of the school year of students for whom a district pays educational expenses

**Uses:**

- Calculating the Equalized Pupil Count that serves as the basis for calculating homestead tax rates

\*State Placed Students are handled differently

## Equalized Pupil Count

**Definition:** The long-term weighted average daily membership multiplied by the ratio of the statewide long-term average daily membership to the statewide long-term weighted average daily membership

**Uses:**

- Calculation of homestead tax rates

## Allowable Tuition FTE

**Definition:** The full-time equivalent of enrollment for the entire school year. The aggregate count of days of enrollment divided by total session days.

**Uses:**

- The denominator in the Allowable Tuition Calculation

## Other Terms

- Allowable Tuition
- School Register
- Register Data Collection

## How Data Arrive at the DOE

Student Count	Historically	Currently
Enrollment	"Form A" of Fall Data Collection	Student Census since FY2000
ADM	40-day Aggregate ADM	Student Census beginning FY2005
Allowable Tuition FTE	Register Data Collection	Student Census beginning FY2004

## The Student Census Summary

### Fall Data

- Reported By
  - Public Schools/SU/SD
  - SU/SD (Business Office)
  - Independent Schools
- Type
  - Student Information
  - Organization Information

### Spring Data

- Reported By
  - Public Schools/SU/SD
- Type
  - Update Subset of Fall Census Data
  - Add New Students
  - Add Attendance & Absence Data

## Public School Student Information used in Student Counts

- Begin and End Enrollment Dates
- Admission Type
- Grade Information
- Resident vs. State-placed
- Part-time Information
- Resident District
- Funding Source
- Attendances & Absences

[Student Entry Screen](#)

## Information about Publicly Funded Students not Enrolled in VT Public Schools used in Student Counts

- Number of days enrolled during census period
- Resident vs. State-placed
- Part-time Information
- Resident district

[Tuition Student Entry](#)

## Information about Schools used in Student Counts

- Number of Days in Session
- Part-time Kindergarten Information
- School Calendar for ADM Census Period
  - School Year Begin Date
  - "Holidays" are any day that less than 50% of students are in attendance

[Org Profile Entry Screen](#)

## Enrollment

- Students enrolled and NOT exited before October 1 of the school year are counted
- Using begin and end grade dates, the grade as of October 1 is determined
- Enrollment can then be reported by grade or any other field of interest collected at the student level (e.g., race/ethnicity, 504, etc)

## Allowable Tuition FTE

- For K-12 students, attendances and absences are added and divided by total session days
- FTE is aggregated by school district and elementary, middle or high school level.

## ADM Calculation

- Census period is determined using beginning school year date and counting out 40 days excluding reported holidays and weekends
- Records are excluded when student is not publicly funded, not a Vermont resident, or not enrolled in an appropriate educational program
- Enrollment status, grade, and resident district for each day during the census period is counted accordingly
- ADM is calculated by dividing ADM days by 40 and adjusting for part-time status when appropriate
- ADM for home school students taking extracurricular activities is included
- ADM is then aggregated to town district by grade level

## Morning Session

Break

Return at 10:30

## Residency Verification

- On 10<sup>th</sup> day of the school year, schools will send a list of non-resident students enrolled in the school as of the 5<sup>th</sup> school day to the Superintendent's office and the office of the Superintendent from the sending school district.
- Student residency will be verified and signed off by 35<sup>th</sup> day of school year.
- Repeat the process on 40<sup>th</sup> day of school year.
- Resolve residency conflicts before November 15 and submission of Fall Census data to DOE.

## Data Revisions 16 V.S.A. § 4030

- (a) Upon discovering an error or change in data submitted to the commissioner for the purpose of determining payments to or from the education fund, a school district shall report the error or change to the commissioner as soon as possible...
- (d) The commissioner shall not use data corrected due to an error submitted following the deadlines to recalculate the equalized pupil ratio under subdivision 4001(3) of this title. The commissioner shall not adjust payments to or from the education fund if an error or change is reported more than three fiscal years following the date that the original data was due...

## Process for Revising Data – Current Year

- Following receipt of the Fall Student Census, the Vermont DOE will accept data revisions from school staff or staff from the Supervisory Union to which the school belongs.
- The ADM report published December 1.
- Revisions accepted for the Equalized Pupil Calculations until January 7.
- ADM “frozen” on January 15.

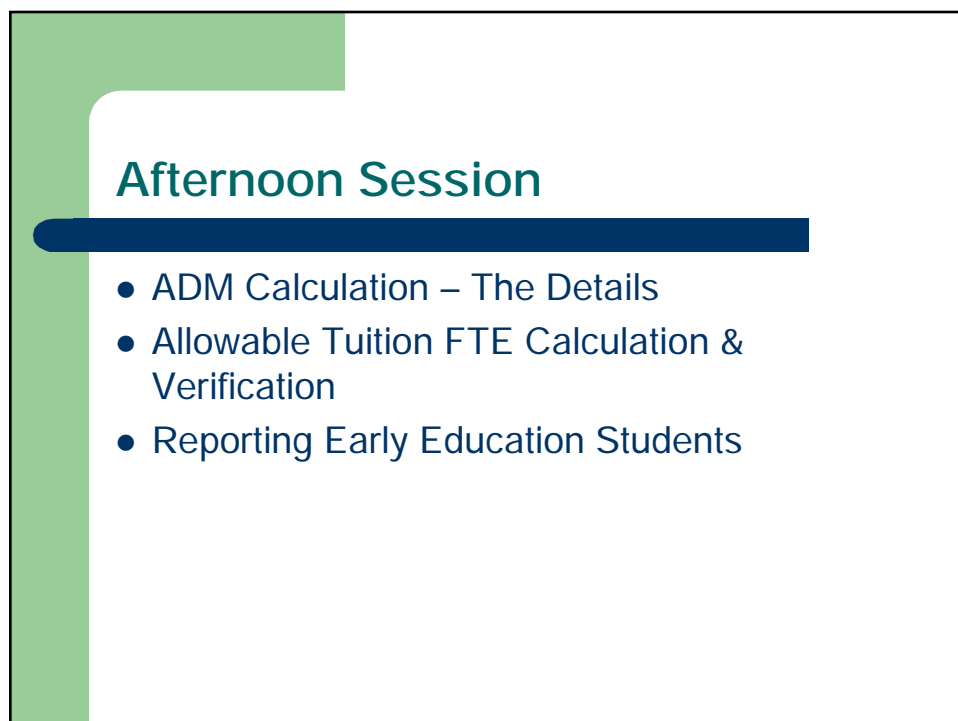
## Process for Revising Data – Prior Years

- The Vermont DOE will accept data revisions affecting the ADM from school staff or staff from the Supervisory Union to which the school belongs for three fiscal years.
- ADM counts and student lists by town district will be made continuously available to business managers and superintendents for their review .
- Each year, prior to the equalized pupil calculation, business managers will be asked to review the ADM data for the relevant fiscal years and identify necessary revisions by November 15.

A slide with a green decorative shape on the left side. The text "Lunch Time" is centered in blue. Below it, "See You Back at 1:00" is written in green. A dark blue horizontal bar is positioned below the green text.

**Lunch Time**

See You Back at 1:00

A slide with a green decorative shape on the left side. The text "Afternoon Session" is centered in green. Below it, a dark blue horizontal bar is positioned. Underneath the bar, there is a bulleted list of three items in blue text.

**Afternoon Session**

- ADM Calculation – The Details
- Allowable Tuition FTE Calculation & Verification
- Reporting Early Education Students

## Resident ADM

- Which students are included in a town ADM?
- Which students are excluded from a town ADM?
- How do you calculate an ADM?
- Special Case: Part-time Students
- Special Case: Home School Students

## Which Students are Included in a Town ADM?

INCLUDE resident students educated at the town's expense

- Students attending public schools during census period
- Students attending approved independent schools
- Special education students
- Students studying abroad
- Home school students using school facilities

## Definition of Resident

In the case of a minor:

- Legal residence is where his or her parents reside. If the parents live apart, legal residence can be where either parent resides. **HOWEVER**, if a parent with sole custody lives outside the State of Vermont, the student does not have legal residence in Vermont.
- If the student is in the custody of a legal guardian appointed by a Vermont court, legal residence is where the guardian resides.
- If the student is married, legal residence is where the student lives.

## Definition of Resident

In the case of a student who has reached the age of majority:

- The legal residence is where the student resides.

## Which Students are Excluded from a Town ADM?

### EXCLUDE the following students:

- Students who do not reside in the district
  - Exchange students – Admission Status 03
- Students for whom the district does not pay educational costs, regardless of where they attend school.
  - Guest Students – Admission Status 06
  - Funding Source NOT 01 or 02
- Students who are not enrolled in an educational program during the census period.
  - Students with a Begin Enroll Date after the census period
  - Students with an End Enroll Date before the census period (i.e., the first day of school)

## Which Students are Excluded from a Town ADM?

### EXCLUDE the following students (cont):

- Students enrolled in an independent school that is not approved
  - Indicated by the enrolling organization
- Vermont Academy of Science and Technology (VAST) students
  - Indicated by the enrolling organization
- State-placed students are handled separately
  - Indicated by "S" in ADM Type
- Students who have already been counted. A single student's ADM can not be greater than 1.

## How do you Calculate a Resident ADM?

$$\text{ADM} = \frac{\# \text{ Census Days Enrolled}}{40}$$

## How do you Calculate a Resident ADM?

### Example 1

Joe enrolls in school on the 18<sup>th</sup> day of classes and attends every day through the 40<sup>th</sup> day.

$$\text{ADM} = 0.58 \quad \text{or} \quad \frac{23}{40}$$

## How do you Calculate a Resident ADM?

### Example 2

Jill starts the school year at Union Elementary School in Montpelier. She attended school for 12 of the first 16 days of classes. On the 17<sup>th</sup> day of school she transferred to Barre City Elementary because her parents moved from Montpelier to Barre City. She attended school every day for the remainder of the census period.

Montpelier ADM= 0.40

Or

$$\frac{12+4}{40}$$

Barre City ADM = 0.60

Or

$$\frac{24}{40}$$

## Determining the School's Census Period from the Org Profile

- First day of school is the beginning of the ADM period
- Count out 40 days, excluding weekends and holidays, to determine the end of the ADM period for a school

## Determining the Number of Days Enrolled from the Census

- If a student's beginning enroll date is on or before the first day of school, start counting from the first day.
- If a student's beginning enroll date is after the first day of school but before the end of the census period, start counting from the beginning enroll date.
- If a student's beginning enroll date is after the end of the ADM period then  $ADM = 0$ .

## Determining the Number of Days Enrolled from the Census

- If a student does not have an end enroll date then count through the end of the ADM census period
- If a student's end enroll date is after the end of the ADM census period then count through the end of the ADM census period
- If a student's end enroll date is during the ADM census period count through the end enroll date. If the end enroll date is the first day of school the number of enrollment days will be 1 and the ADM will be 0.03.
- If a student's end enroll date is before the beginning of the ADM period then  $ADM = 0$ .

## Determining the Number of Days Enrolled from the Census

### Other Important Points

- The ADM is reported by grade. If a student changes grade during the ADM census then the ADM will be divided proportionately between grades.
- If a student changes town district during the ADM census period then the ADM will be divided proportionately between town districts.

## Adjusting ADM for Part-time Students

- Part-time students are identified by "P" in ADM FP Status Field
- Home school students taking academic courses are treated as part-time students
- The basis of the ADM adjustment is the number of hours a student is expected to attend school per week (as reported in the ADM hours field).

## Adjusting ADM for Part-time Students – the details

The adjusted ADM has two parts:  
The ADM multiplied by the adjustment

$$\frac{\# \text{ census days enrolled}}{40} * \frac{\# \text{ hours expected in school each week}}{\# \text{ hours required for full-time students}}$$

## Hours Required for Full-time Students

- PK, EEE, K = 10 hours
- Grades 1-2 = 20 hours
- Grades 3-12 = 27.5 hours

## Home Schooled Students taking Extracurricular Activities

- Home schooled students taking extracurricular activities ONLY are indicated in the student census by an Admission Status of 05.
- These students receive a fixed ADM of 0.03 per activity when they are involved in extra- or co-curricular activities
- The census period is from the 41<sup>st</sup> day of last school year to the 40<sup>th</sup> day of this year.
- Report the ADM under home school activity ADM along with student's resident district. This ADM is added to the others during reporting.

[Link](#)

## Reporting ADM

Collecting the ADM information with the student census allows access to these data in multiple ways including:

- By student (reporting only within FERPA guidelines)
- By resident district (for public reporting)

## Afternoon Session

Break

We are almost done!

Returning at 2:15

## Allowable Tuition FTE Calculation – Overview

- Used as the denominator in the Allowable Tuition Calculation – the greater the FTE the less tuition your school is allowed to charge (assuming constant expenditures)
- Only K-12 students
- Only regular education students

## Allowable Tuition FTE - Calculation

$$\text{AT FTE} = \frac{\# \text{ Attendances} + \# \text{ Absences}}{\text{Total Session Days}}$$

Minus

Non-regular Education Student FTE

## Allowable Tuition FTE Calculation – the data

- Attendances & Absences are collected in the Spring Census
- Total Session days is collected in the Org Profile of the Fall Census and is the number of days students attend classes
- Non-regular Education Student FTEs are reported in the Supplemental Worksheets of the Stat Report [Link](#)

## Allowable Tuition FTE Calculation – PT Kindergarten

- To accommodate the wide variety of part-time kindergarten programs, we collect the FTE data for these students by morning and afternoon sessions.
- An adjusted FTE is calculated for the morning and the afternoon sessions and added together.

## Allowable Tuition FTE Calculation – PT Kindergarten

The adjusted PT kindergarten FTE for either morning or afternoon has three components

- The basic FTE (days enrolled/session days)
- Adjustment for half day
- Adjustment for part-time program

## Allowable Tuition FTE Calculation – part-time kindergarten example

An elementary school has a part-time kindergarten that meets 5 mornings and 2 afternoons per week. The school year is 35 weeks long.

# morning sessions =  $5 * 35$  or 175

# afternoon sessions =  $2 * 35$  or 70

## Allowable Tuition FTE Calculation – PT Kindergarten example

Jaime attends this kindergarten 3 mornings & 1 afternoon and was enrolled the entire year.

Jaime's morning FTE

The basic FTE =  $105/175$

Half Day =  $1/2$

Program =  $5/5$

Or

$0.6 * 0.5 * 1 = 0.3$

## Allowable Tuition FTE Calculation – PT Kindergarten example cont.

Jaime attends this kindergarten 3 mornings & 1 afternoon and was enrolled the entire year.

Jaime's afternoon FTE

The basic FTE =  $35/70$

Half Day =  $1/2$

Program =  $2/5$

Or

$0.5 * 0.5 * 0.4 = 0.1$

Jaime's Total FTE =  $0.3 + 0.1 = 0.4$

## Aggregating the Student FTE to get the District's Allowable Tuition FTE

- Each student is coded as elementary (K-EU), middle school (Grades 7-8), or high school (9-SU)
- FTEs are summed by school district and grade level
- Non-regular FTEs are subtracted
- The result enters the Allowable Tuition calculation

## Verifying Allowable Tuition FTE

- FTE report to business managers – expected delivery date September 15
- Preliminary Allowable Tuition report to business managers – expected delivery date October 8
- Allowable Tuition Reported by statute November 1

## Allowable Tuition FTE Calculation

Q & A

## Reporting Early Education Students

- Who are Early Education Students
- Which Organization Reports these students
- Why it is important to get it right
- What are the obstacles to overcome
- Critical points to remember

## Who are Early Education Students

- Students between the ages of 3 and 5
- Receiving educational services
- At a public school, a centralized program, or a program managed by a central office but conducted off-site

## Which Organization Reports these Students

- Public Schools when the students attend a program operated by the school.
- Superintendent's Offices (using the Public School Census) when the students attend a program operated at the central office.
- Superintendent's Offices (using the Public School Census) when the students attend an off-site program conducted off-site.
- Superintendent's Offices (using the Tuitioned Student Census) when the students attend an out-of-state or independent program which requires a tuition or assessment payment

## Why it is so important to get it right

- To lower your tax rate
- To set the stage for easier reporting next year

## Obstacles to Overcome

- Early Ed programs rarely have a registrar and it is not clear who should be reporting the data
- Students may be receiving services at multiple sites
- Programs tend to be individualized
- Students are original entries in the system so a new record needs to be created for that student

## Critical Points to Remember about Reporting Early Ed Students

- If your Supervisory Union/District has Early Education Students a single entity should report the information.
- Regardless of the date that the students enroll, the program begins on the first day of school. If the Early Ed program in a school begins a day after all the other grades the maximum ADM for those students is 0.98. The ADM is adjusted not the census period.
- The Number of Days Enrolled NOT Days in Attendance is the critical number.
- The Allowable Tuition FTE is NOT calculated for these students but the ADM is.