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## MEMORANDUM

TO: Superintendents, Principals, Special Education Coordinators, Business Managers

FROM: Anne Bordonaro, Division Director, Federal and Education Support Programs

SUBJECT: Count of State-Placed Students Data Collection

DATE: July 3, 2024

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### Correction

*CORRECTION: The previous version of this memo, issued June 10, 2024, mistakenly labeled a list of ineligible line entries (on page 2) as “eligible line entries.” The memo also stated that a report of state placed students is available on the AOE website. The count of state placed students reporting form and the definition of state placed students are posted to the website, but a report of actual student names has never been posted on the website for privacy reasons. These errors have been corrected below.*

*We regret the errors.*

### Purpose

State-placed students generate their Average Daily Membership (ADM) through state placed student data reporting. The State-Placed Students Count Form FY-2024 is due July 15, 2024. Every public school must submit a report. This reporting form and the definitions of SPS are also on the Agency of Education’s (AOE) Interagency Coordination page.

The SPS Count increases the ADM reported on the fall census and increases your town’s weighted pupil count. Along with education spending, weighted pupils factor into the homestead education tax rate. Your town’s education tax rate could be lower for the same level of spending if the number of weighted pupils increases due to state-placed students listed on the SPS Count report.

### Count of State-Placed Students Instructions

**Eligible line entries on the SPS Count report include:**



- (1) State-placed students ages 3 through 21 and through grade 12 whose placement was supported by the Department for Children and Families (DCF), a Vermont approved child placing agency, e.g., Washington County Mental Health, Howard Center, Northeast Kingdom Human Services, or the Department of Aging and Independent Living (DAIL); and
- (2) who resided in your town/union school district and attended your town/union school; and
- (3) whose parent(s) did not reside in the same town or unified union school district where the student resided (16 V.S.A. § 11 (28)).

### **Ineligible line entries on the SPS Count report include:**

- (1) Students whose parent(s) resided in the same town or unified union school district where the student was state placed, or
- (2) students who were educated by their home school, or
- (3) students who were state placed in residential facilities (16 V.S.A. § 2950b), or
- (4) students whose tuition was reimbursed by the sending school (16 V.S.A. § 4001B), or
- (5) students whose tuition was reimbursed or is planned to be reimbursed through Worksheet A or special services costs billing form (16 V.S.A. § 2950a) or the general education tuition request (16 V.S.A. § 4012).

### **Report Form – All Data Fields Must Be Completed**

- **City/town of foster parent or group home:** This is where the student resided while attending your school. This includes foster parent home, group home or developmental home. When an LEA is not the town where the state placed student's foster home is located, an [educational stability agreement](#) or [best interest determination form](#) is required by AOE. Registrars, school administrative staff, administrators and/or business managers typically have this information.
- **City/town of parent(s) or legal guardian:** This is where the student's biological or adoptive parent or legal guardian resided. In cases where parental rights were relinquished, please indicate "TPR" (termination of parental rights).
- **City/town that financed student's education (LEA):** This is the city or town who was responsible to provide the student education.
- **Grade level:** The grade level of each student is required. Kindergarten, elementary and secondary grades are weighted differently when calculating weighted pupils. For kindergarten students, please indicate whether they attended a part-time (K-P) or full-time (K-F) program.
- **Begin and end dates:** The begin and end dates apply only to the 2023-2024 regular school year, not summer school, and are the dates the student was considered state placed at your public school.

- **Number of school days:** A maximum of 175 days can be counted for each student. You may include the time a student was out for an ordinary absence (e.g., a few days for an illness), but do not include periods of extended absences. Please use separate lines for periods when a student was in and out of school for more than a few days. Do not include school days at residential placements e.g., the Community House, Brookhaven, the VT School for Girls, etc.
- **Submit your Count form by July 15, 2024.**

## **How to Complete This Form**

Enter the data summarized above in the [Count of State Placed Students Form](#), and return to Cathy Scott. Contact Cathy at [cathy.scott@vermont.gov](mailto:cathy.scott@vermont.gov) for a secure email for submission or mail to:

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