

## MEMORANDUM

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

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

SUBJECT: Count of State-Placed Students Data Collection

DATE: August 5, 2020

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### Background

State-placed students generate their Average Daily Membership (ADM) through state placed student data reporting. The Count of State-Placed Students (SPS) data report form for the 2019-2020 school year is due August 31, 2020. This 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 equalized pupil count. Along with education spending, equalized 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 equalized pupils increases due to state-placed students listed on the Count of State-Placed Students report.

**Superintendents:** Please share my memo and the [State-Placed Student Count Form FY2020](#) with staff who will complete the SPS Count report on your behalf. *Every public school must submit a report.* If a school did not educate any state-placed students, please return the form indicating "None" at the top of the form. Instructions for completing the Count of State-Placed Students report are below.

Regarding eligible school days because of the COVID-19 pandemic, you are allowed to include the number of school days through your planned last day of school including all remote learning days and the time period when schools were officially closed by the Governor (March 18, 2020-April 13, 2020). There will be no negative impact to schools because of the COVID-19 pandemic regarding the Count of State-Placed Students review for ADM purposes.

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### Contact Information:

If you have questions about this document or would like additional information please contact:  
Cathy Scott at [cathy.scott@vermont.gov](mailto:cathy.scott@vermont.gov)

## Count of State-Placed Students Instructions

**Eligible** line entries on the Count of State-Placed Students report include:

- (1) State-placed students ages three through age 21 and through grade 12 whose placement was financially 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 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

- **Student's town of residence:** This is where the student resided while attending your school. This includes foster care 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.
- **Placing agency:** This is DCF or the Vermont licensed child placing agency that placed the student in your district (e.g. Upper Valley Services, NFI, Laraway). This information is typically available on registration or enrollment forms. DCF staff are responsible for enrolling students who are in State custody, and parents/guardians are responsible for enrolling students who are placed by mental health agencies and DAIL.
- **Parent or legal guardian's town of residence:** 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).
- **Grade level:** The grade level of each student is required. Kindergarten, elementary and secondary grades are weighted differently when calculating equalized pupils. For kindergarten students, please indicate whether they attended a part-time (K-P) or full-time (K-F) program.

- **Begin and end date:** The begin and end dates apply only to the 2019-2020 regular school year, not summer school, and are the dates the student was considered state placed at your public school.
- **Total 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 or periods of residential placements such as Woodside or the Brattleboro Retreat. Please use separate lines for time periods when a student was in and out of school for more than a few days.