



INSTRUCTIONAL TIME

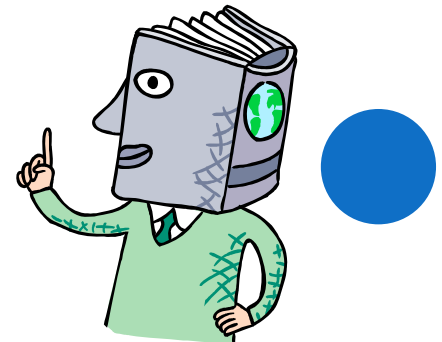
GOVERNING BOARD MEETING - OCTOBER 2, 2012

Yousef Awwad
Chief Financial Officer
Tucson Unified School District

Delivering Excellence In Education Every Day
Grow. Reach. Succeed

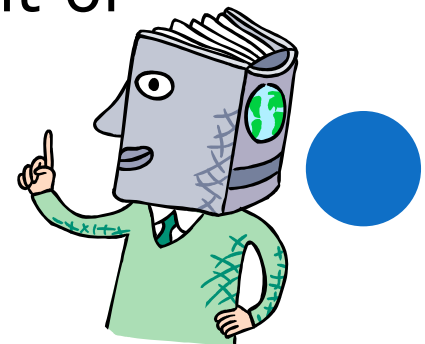
INTRODUCTION

- Average Daily Membership
- Enrollment
- Required Instructional hours
- Required instructional days
- Holidays
- Examples

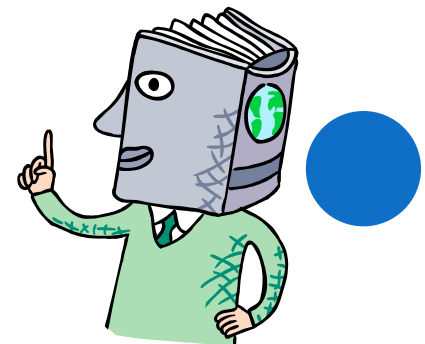
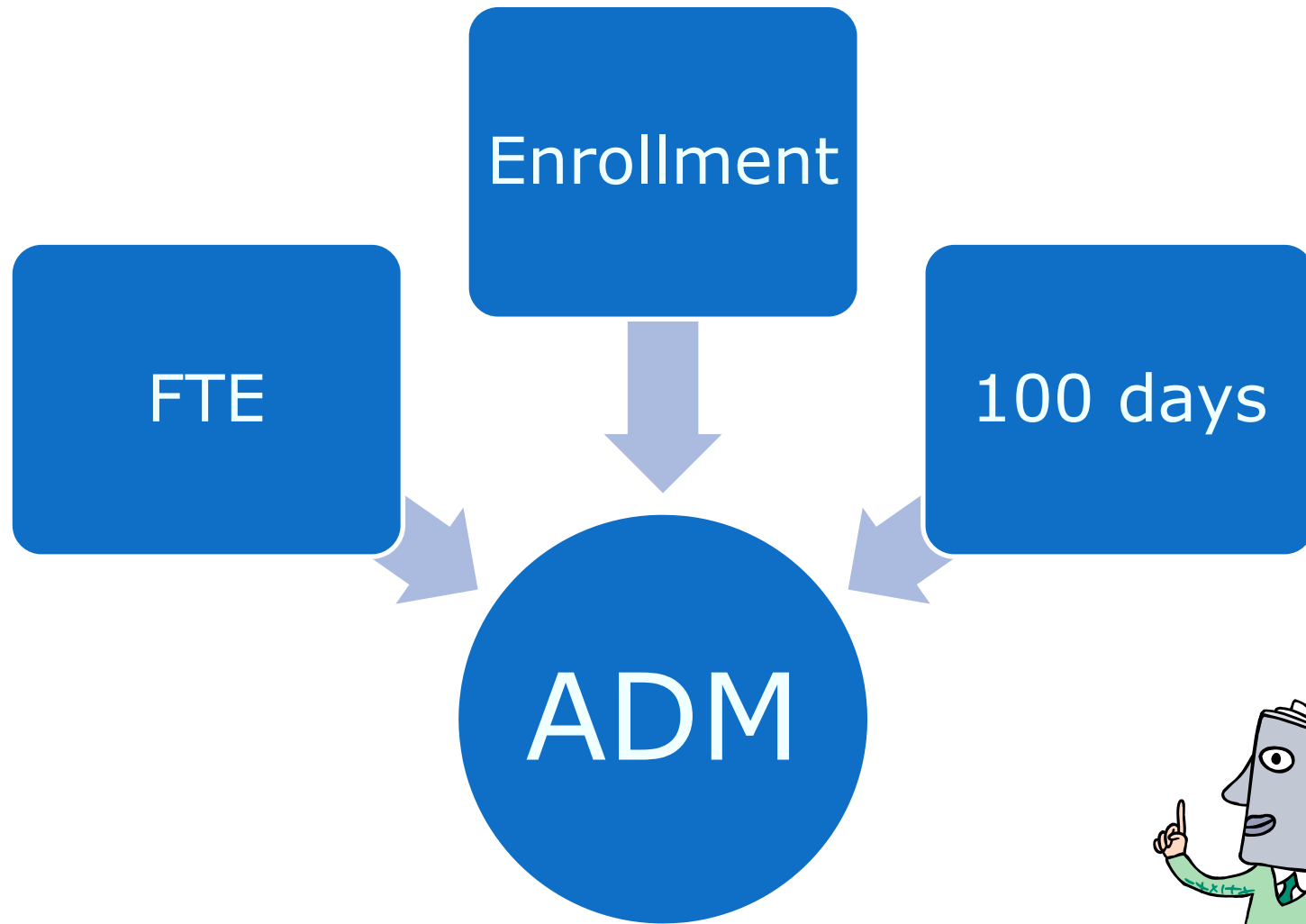


WHAT IS ADM ?

According to A.R.S. § 15-901.A.1, Average Daily Membership (**ADM**) means the total **enrollment** of fractional students and full-time students (**FTE**), minus withdrawals, of each school day through the first **one hundred days** or two hundred days in session, as applicable, for the current year. For computation purposes, the effective date of withdrawal shall be retroactive to the last day of actual attendance of the student or excused absence..



AVERAGE DAILY MEMBERSHIP (ADM)



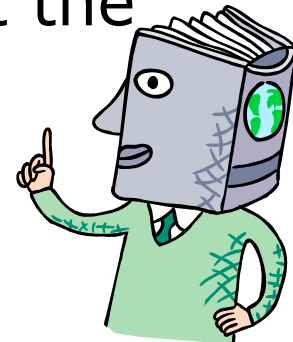
ENROLLMENT

- According to A.R.S. § 15-816 "Open enrollment" means a policy adopted and implemented by a school district governing board to allow resident transfer pupils to enroll in any school within the school district, to allow resident pupils to enroll in any school located within other school districts in this state and to allow nonresident pupils to enroll in any school within the district pursuant to section 15-816.01.
- "Resident pupil" means a pupil who resides and enrolls in a school within the designated attendance area in which a pupil resides.
- "Nonresident pupil" means a pupil who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the pupil resides.



ENROLLMENT – DESEGREGATION

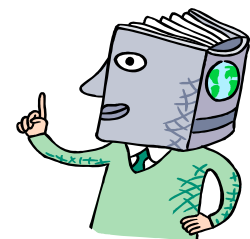
- A.R.S. § 15-816.02. Desegregation provisions
- A school shall admit pupils who reside in the attendance area of a school that is under a court order of desegregation---unless notice is received from the resident school that the admission would violate the court order....If a school admits a pupil after notice is received....., the school's district is not allowed to include in its student count the pupils wrongfully admitted.



ENROLLMENT DEFINITION

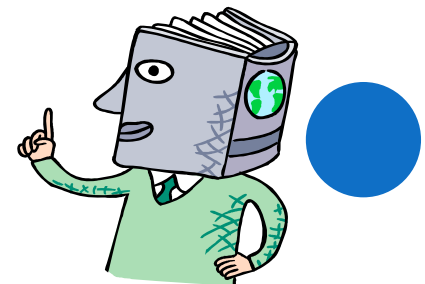
- According to A.R.S. § 15-901-A-9, Enrollment means when a pupil is currently registered in the school district.
- For the purposes of determining ADM, **the first day of enrollment** for continuing or pre-enrolled students is either the first day a student physically attends school or the first day that classroom instruction is offered, provided that the student physically attends school within the first 10 school days.
- For all other students, the first day of enrollment is the first day a student physically attends school.
- Membership days is the enrollment days during the first 100 days in the school year.

Source : School Finance Procedural Manual Page 24 – Arizona Department of Education <http://www.azed.gov/wp-content/uploads/PDF/EX-18.pdf>



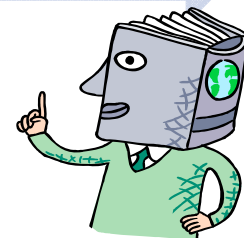
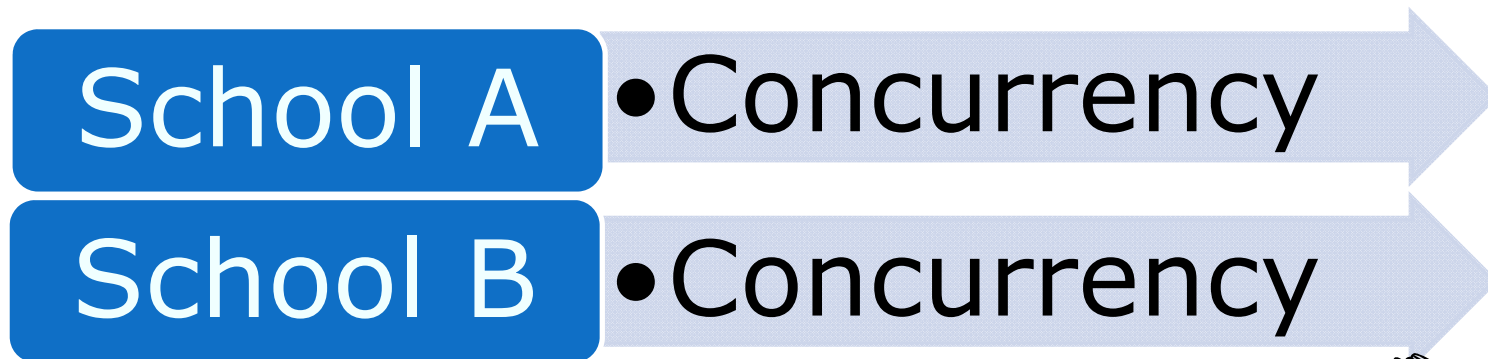
TYPES OF ENROLLMENT

- Continuous Enrollment: Student who was enrolled through the last day of the preceding school year.
- Pre-Enrollment: Student who has registered prior to the first day of classroom instruction of the current school year.
- Dual Enrollment: "Dual enrollment course" means a college level course that is conducted on the campus of a high school that is applicable to an established community college academic degree A.R.S. § 15.101.11.
- Concurrent Enrollment .
- Subsequent Enrolment .



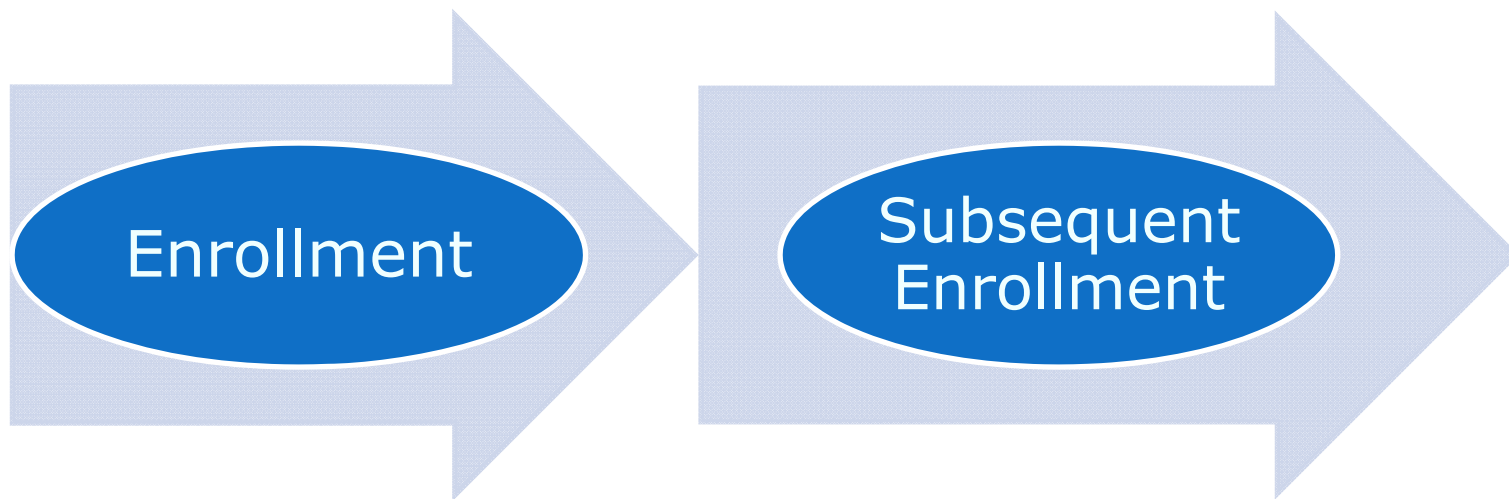
CONCURRENT ENROLLMENT

An enrollment where at least one day of the enrollment (membership) is shared with another enrollment (i.e., the enrollments have an overlap of at least one day.)



SUBSEQUENT ENROLLMENT

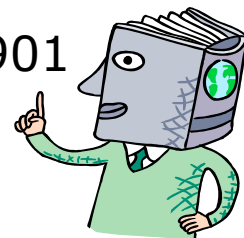
An enrollment (membership) that occurs in the same fiscal year as another enrollment and yet they have no days in common; they do not overlap at all.



FULL TIME STUDENT PRESCHOOL

- A preschool child is one who is enrolled in a program for preschool children with disabilities of at least 360 minutes each week. This program must meet at least three days per week for each child.
- Fractional enrollments are not applicable for preschool children.

Source: Arizona Revised Statute A.R.S. § 15-901

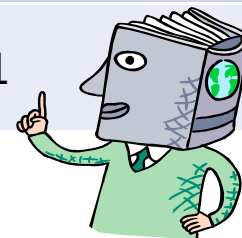


FULL TIME STUDENT K-8

Hours enrolled as applied to a full year schedule

Grade Range	0	0.25	0.5	0.75	1
K	<356	N/A	≥ 356 and < 712	N/A	N/A
1 - 3	<178	≥ 178 and < 356	≥ 356 and < 534	≥ 534 and < 712	≥ 712
4 - 6	<223	≥ 223 and < 445	≥ 445 and < 668	≥ 668 and < 890	≥ 890
7 - 8	<250	≥ 250 and < 500	≥ 500 and < 750	≥ 750 and < 1000	≥ 1000

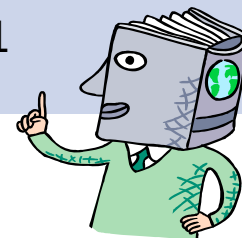
Source: Arizona Revised Statutes A.R.S. § 15-901



FULL TIME STUDENT 9-12

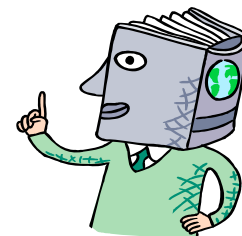
FTE	Annual Hours	Subjects
1 FTE	Minimum of 720 hours	4 Subjects @ 123 hours each delivered over any number of days
0.75 FTE	Minimum of 540 hours	3 Subjects @ 123 hours each delivered over any number of days
0.50 FTE	Minimum of 360 hours	2 Subjects @ 123 hours each delivered over any number of days
0.25 FTE	Minimum of 180 hours	1 Subjects @ 123 hours each delivered over any number of days

Source: Arizona Revised Statutes A.R.S. § 15-901



INSTRUCTIONAL HOURS DEFINITION

- According to A.R.S. § 15-101(8), a “course” is defined as organized subject matter in which instruction is ... for which credit toward promotion, graduation or certification is usually given. A course consists of knowledge selected from a subject for instructional purposes ...
- According to A.R.S. § 15-101(23), “subject” is defined ... a division or field or organized knowledge, such as English or mathematics, or a selection from an organized body of knowledge for a course or teaching unit, such as the English novel or elementary algebra.
- According to A.R.S. § 15-802. A, Every child between the ages of six and sixteen years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science.



INSTRUCTIONAL HOURS DEFINITION

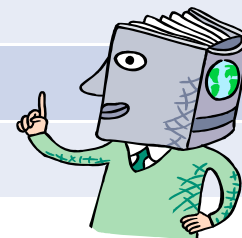
- Instructional hours are not defined in statutes
- ADE defined Instructional time in Guideline GE18:
“Instructional hours do not include periods of the day in which an instructional program or course of study is not being offered. If the period of the day is not included in the State Board of Education’s approved minimum course of study, then that period of the day is not instructional time. See Ariz. Admin. Code R7-2-301 and R7-2-302. “
- *Instructional time does not include:*
 - i. Lunch and recess pursuant to A.R.S. §§ 15-901(A)(2)(a)(i) and -901(A)(2)(b)(i).
 - ii. ADE has made the determination that homeroom period, study hall periods, early release and late start hours are not instructional time.

Source: Arizona Department of Education Guidelines GE18: <http://www.azed.gov/wp-content/uploads/PDF/GE-18.pdf>



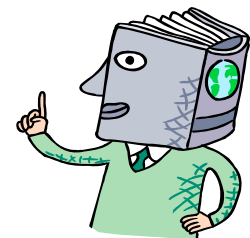
INSTRUCTIONAL VS. NON-INSTRUCTIONAL

Instructional	Non-Instructional
Math	Warrior News
Science	Announcements
Social study	Homeroom
History	Study Hall
Reading	Recess
English	Lunch
Elective	Advisory
AIMS	Assembly
Response to Intervention (Math)	Wrap up
Passing time from instructional to instructional (up to 7 minutes)	Passing time from non-instructional to instructional or vise versa
	Parent Conference
	Pep rally



180 DAYS OR ANNUAL HOURS

- A.R.S. § 15-341(B) "one hundred eighty days" means one hundred eighty days of instruction **or an equivalent number of minutes of instruction per school year"**
- School districts and charters should ensure that they have sufficient annual instructional hours scheduled regardless of the number of days offered.



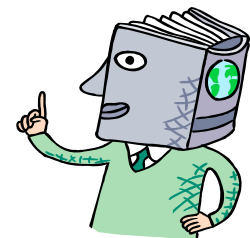
200 DAYS SCHOOLS

Districts or charters that are interested in increasing their session days to 200, will have to increase the instructional hours required by an additional 10% to receive the 5% increase to the base level amount.

Source

<http://www.ade.az.gov/Guidelines/EX-18.pdf>

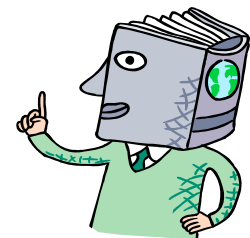
Arizona Revised Statutes 15-902.04



HOW MANY DAYS A WEEK CAN A SCHOOL SCHEDULE?

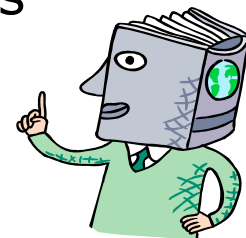
According to A.R.S. § 15-801.A:

- I. Preschool or Kindergarten: at least 3 day week.
- II. Others have the option of a 4 day week or 5 day week.
- III. Ensure that the annual instructional hours required are met when planning school calendar.



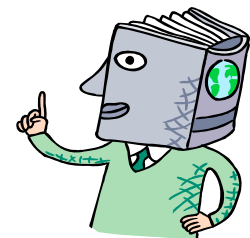
HOLIDAYS

- The calendar must observe the four defined holidays (A.R.S. § 15-801(B)): July 4 • Thanksgiving Day • Veterans' Day • December 25.
- Schools may not be in session on any of those days or count any instruction provided on those days towards meeting the annual hours requirement in A.R.S. §15-901.
- A.R.S. § 15-801.B "Governing boards of school districts may declare a recess during the Christmas holiday season not to exceed two school weeks"



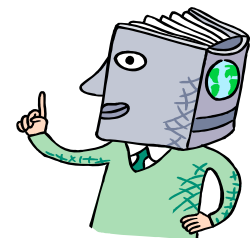
HOLIDAYS

- If a holiday falls within the two weeks of Christmas Holiday Recess , you can still schedule the two weeks in addition to the holiday.
- Example: in FY2012 Christmas is on Sunday but the holiday is scheduled for Monday, December 26. Districts can schedule the 10 non session days for Recess plus Monday as a non session day for Christmas.



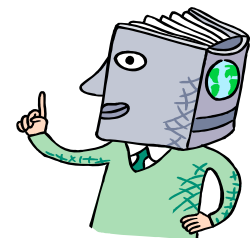
ADM CALCULATIONS

- FTE test: Determine the FTE of each student based on instructional hours.
- Membership test : Determine the enrollment days based on the 1st 100 days in the year.
- ADM Formula: $ADM = (FTE * \text{Membership days}) / 100$.



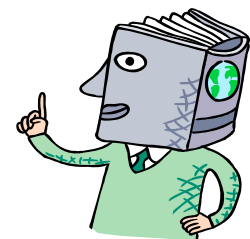
ADM EXAMPLE

- High School Student enrolled in 5 subjects, and is scheduled to attend school 4 days a week for 144 total days.
- Student was enrolled on August 15, and withdrew on March 14.
- There are 36 early release days and 108 regular days.
- 5 minutes passing time and one hour lunch.
- Assume 100th days is on Feb. 28.



ADM EXAMPLE

Classes	Inst. Hours	Monday	Tuesday	Wednesday	Thursday
Home Room	No	7:30-7:55	7:30-7:55	7:30-7:55	7:30-7:55
Math	Yes	8-8:55	8-8:55	8-8:55	8-8:55
Science	Yes	9-9:55	9-9:55	9-9:55	9-9:55
English	Yes	10-10:55	10-10:55	10-10:55	10-10:55
History	Yes	12-12:55		12-12:55	12-12:55
Elective	Yes	1-55		1-55	1-55



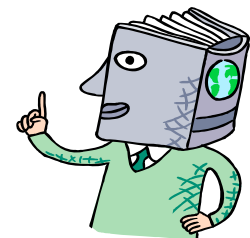
ADM EXAMPLE

- Actual Annual Instructional Hours
Early release days = $36 * 175 / 60 = 105$
Regular days = $108 * 290 / 60 = 522$ hours
- Total actual instructional hours allowed = 627
- FTE = $627 / 720 = 0.87$ rounded down to 0.75 FTE
- ADM at the end of the fiscal year
= $100 * .75 / 100 = .75$ ADM

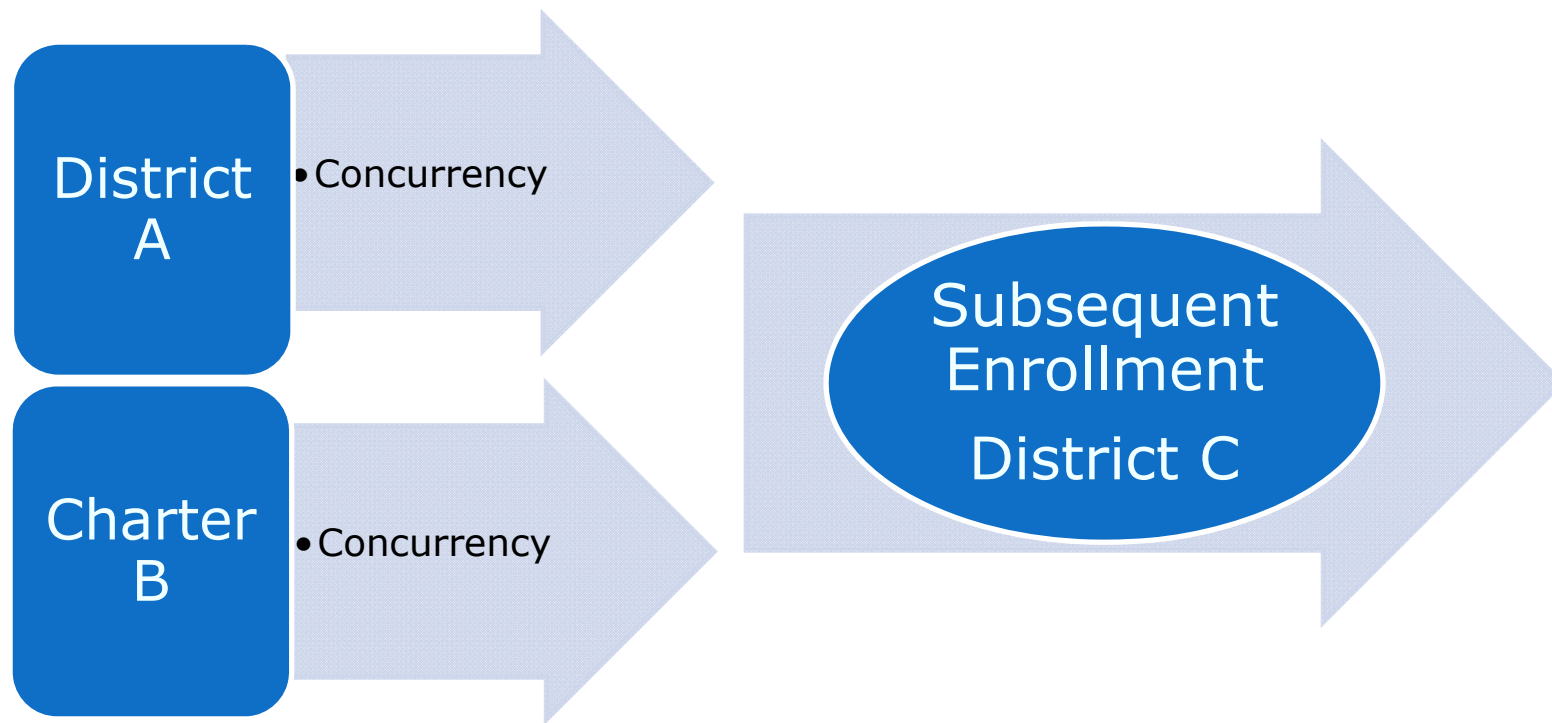


CONCURRENCY

- Concurrency is either overlapping enrollment or subsequent enrollment.
- ADE is ratcheting down ADM for each student to 1 ADM except for a JTED relationships.
- Student enrollment in a JTED satellite campus and a member district is limited to 1.25 ADM.
- Student enrollment in a JTED main campus/centralized and a member district is limited to 1.75 ADM.

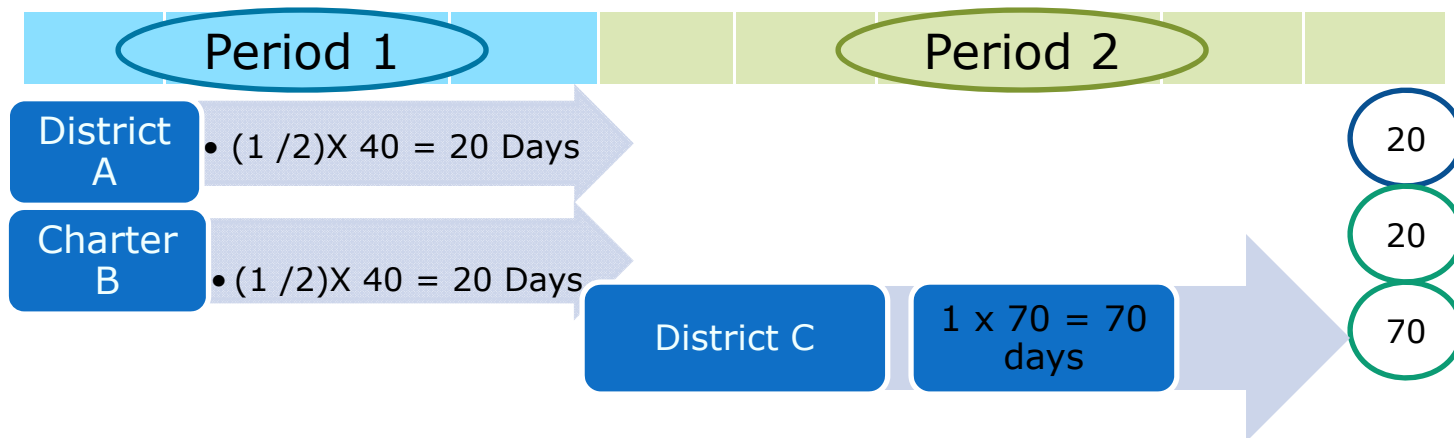


CONCURRENCY EXAMPLE

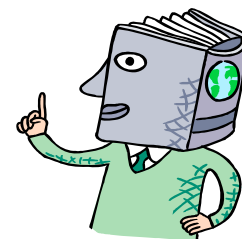


CONCURRENCY EXAMPLE

- District A: 1-40, FTE=1
- Charter School B: 1-40, FTE=1
- District C: 30-100, FTE =1

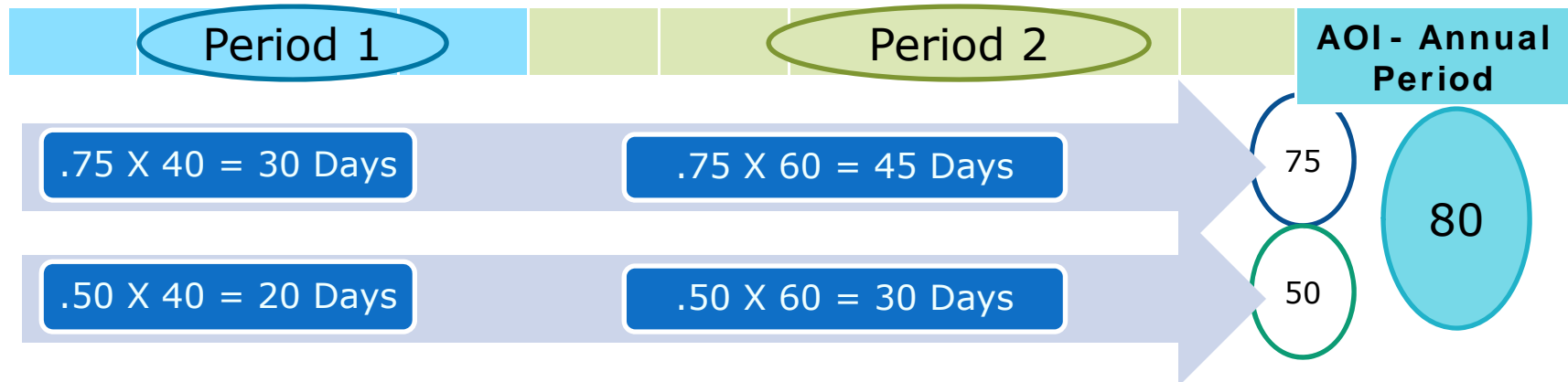


- District A: $40/150 = .27$
- Charter B: $40/150 = .27$
- District C: $70/150 = .46$



JTED AND AOI CONCURRENCY EXAMPLE

- District: 1-100, FTE=.75
- JTED Satellite: 2 classes , FTE=.50
- AOI: 720 hours = $720/900 = 80$ Membership Days

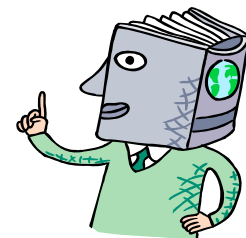


- District: $75/205 \times 1.25 = .4573$
- Satellite: $50/205 \times 1.25 = .3049$
- AOI: $80/205 \times 1.25 = .4878$



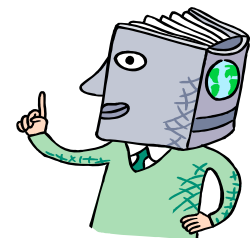
JTED ADM RELATED ISSUES

- ADM for JTED courses are determined based on course enrollments , FTE and 100 days are not factors in calculating the ADM for JTED. One course enrollment = .25, logically 2 courses = .50, 3 courses = .75 and 4 courses = 1.0 ADM (HB2237).
- ADE required that JTED courses be offered for at least 150 hours annually to be approved.
- For centralized courses enrollment in 150 minute course generates .75 ADM.
- Students whose district of resident is paying tuition to a member district can be included in a JTED student count for ADM funding.
- Student count should only include 10-12.



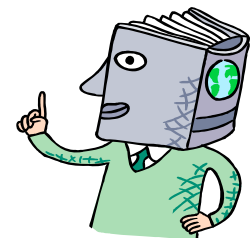
KG ADM RELATED ISSUES

Allows a school district to receive a portion of basic state aid if a kindergarten pupil was admitted early, but did not remain enrolled, and was then readmitted in the subsequent year. (SB1256)



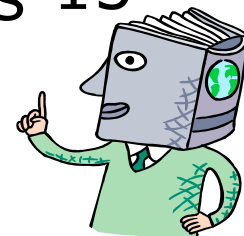
ADM CALCULATIONS

- Funding is based on the aggregated ADM for the school district as a whole and is not based on individual student or schools.
- The state aggregate and limits funding for school districts whenever the same student is enrolled concurrently or subsequently with other schools.
- Exceptional Education and English Language Learners students are funded by an additional weight based on their respective ADM.



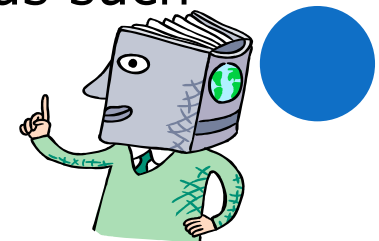
SUMMARY OF ADM CHANGES FY2013

- Limit corrections of ADM errors to one previous year (915 process) and three years corrections as a result of an Audit.
- Eliminate the excessive absence penalty.
- Clarify high school FTE definition for ADM calculation.
- Report absences at least once every 60 days –not for funding purposes.
- Withdrawal is effective on the last day of attendance or last day of excused absence.
- Excused absences are defined by the governing board of the district or charter (A.R.S. § 15-806.B).



ADM REPORTS

- SDADMS71 - Student Membership by DOA Report : includes detailed information about each student, membership, withdrawals and absences.
- SDADMS72 - Unadjusted student ADM Report: includes details data about students submitted by district before aggregation.
- SDADMS75-1 - Adjusted Student ADM limit Report: includes student details after aggregation.
- SDADMS75-2 - Concurrency and subsequent Enrollment Report: includes students that are concurrently or subsequently enrolled in different LEAs.
- SDADMS76 - Funding Exclusion Report : Includes students that are not fundable due to their status such as foreign students and tuition payer students.



Questions????

