



System Training and Response (STaR) Team – SAIS Information Series

School Finance Data Processing for Kindergarten Students

This document is intended to explain changes in the procedures used by the School Finance Section of the Arizona Department of Education to process student level data that resides in SAIS for purposes of calculating Average Daily Membership (ADM) and Average Daily Attendance (ADA) for Kindergarten students.

Background

Prior to Fiscal Year 2007, Local Educational Agencies (LEAs) were instructed to report all students of Kindergarten age with a Full Time Equivalency (FTE) of 1.00.

Adjustments to total aggregated counts for Kindergarten students resulting in a one half reduction of total ADM were performed in the School Finance Student Counts System.

Beginning in Fiscal Year 2008, LEAs were instructed to report the actual FTE for Kindergarten students (i.e., .50 FTE for students participating in Kindergarten programs that operate for at least 356 but for less than 712 hours of instruction per year, 1.00 FTE for students participating in Kindergarten programs that operate for at least 712 hours of instruction per year). Adjustments to individual student FTE were to occur during the ADM aggregation process performed in the Student Detail System and transferred to the Student Counts System with appropriate reductions when applicable. However, changes to the ADM aggregation process were not implemented in time for aggregations that occurred prior to April 13, 2007 and total counts for Kindergarten students continued to be reduced by half in the School Finance Student Counts System. This resulted in understated counts for Kindergarten students who had been reported with an FTE less than 1.00 and in turn, necessitated School Finance to implement payment overrides.

Procedures to reduce individual student FTE during the ADM aggregation process (when applicable) and to eliminate any reduction of counts for Kindergarten students in the School Finance Student Counts System were implemented in SAIS on April 13, 2007. From that point on, users of the Student Accountability Information System should expect to see actual FTE (as it was reported to SAIS) displayed on raw data reports generated by ADE (i.e., *SDADMS72*, *SDADMS71-1*) and adjusted FTE displayed on the *SDADMS75* report which displays the results of the most recent aggregation for ADM and ADA. For Fiscal Years 2007 forward, the School Finance Student Counts reports (40 Series Reports) will display counts for Kindergarten students as aggregated in the Student Detail System.

Illustration

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|----------------------------------|--------------------------|--|--------------------------------|-------------------------------|------------------|------------|----------------------|--|-----------|-------------------------|----------------------------|--------------|--|
| SdADMS72 | | Arizona Department of Education | | | | | | Page: 1 | | | | | |
| | | Unadjusted Membership Calculations Report | | | | | | Print Date: 04/12/2007 14:10:05 | | | | | |
| Requesting District ID: | | 00-02-98 | | | | | | | | | | | |
| Requesting District Name: | | XYZ Unified School District | | | | | | | | | | | |
| School Name: | | XYZ Elementary School | | | | | | | | | | | |
| School CTDS: | | 00-02-98-001 | | | | | | | | | | | |
| Grade: | | KG | | | | | | | | | | | |
| DOR CTDS | | DOR Name | | | | | | | | | | | |
| 00-02-98 | | XYZ Unified School District | | | | | | | | | | | |
| Grade | | Register ID | | | | | | | | | | | |
| KG | | 1000 | | | | | | | | | | | |
| SAIS Student ID | School Student ID | Name | First Day of Membership | Last Day of Membership | Track Num | FTE | Tuition Payer | Special Enroll | HB | Reported Absence | Reported Attendance | Codes | |
| 6363636 | 1963 | McCartney, Paul | 08/14/2006 | N/A | 1 | 1.00 | 1 | N/A | No | 5.00 | N/A | N/A | |
| 1765432 | 1752 | Starr, Ringo | 08/14/2003 | N/A | 1 | 0.50 | 1 | N/A | No | 2.50 | N/A | N/A | |

The Reported Absence number is the amount of absence reported for the specified period, and the Reported Attendance number is the amount of attendance reported during that period.

The *SDADMS72* report displays reported FTE. Paul participates in a full time Kindergarten program. Ringo participates in a half time Kindergarten program.

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|----------------------------------|--------------------------|--|--------------------------------|-------------------------------|------------------|------------|----------------------|--|-----------|------------------|-----------------|------------|------------|--------------|
| SdADMS75 | | Arizona Department of Education | | | | | | Page: 1 | | | | | | |
| | | Unadjusted Membership Calculations Report | | | | | | Print Date: 04/17/2007 08:35:25 | | | | | | |
| Requesting District ID: | | 00-02-98 | | | | | | | | | | | | |
| Requesting District Name: | | XYZ Unified School District | | | | | | | | | | | | |
| School Name: | | XYZ Elementary School | | | | | | | | | | | | |
| School CTDS: | | 00-02-98-001 | | | | | | | | | | | | |
| Grade: | | KG | | | | | | | | | | | | |
| DOR CTDS | | DOR Name | | | | | | | | | | | | |
| 00-02-98 | | XYZ Unified School District | | | | | | | | | | | | |
| Grade | Register ID | Period | Aggregation Start Date | Aggregation End Date | | | | | | | | | | |
| KG | 1000 | 40th | 04/16/2007 | 04/16/2007 | | | | | | | | | | |
| SAIS Student ID | School Student ID | Name | First Day of Membership | Last Day of Membership | Track Num | FTE | Tuition Payer | Special Enroll | HB | Memb Days | Abs Days | ADM | ADA | Codes |
| 6363636 | 1963 | McCartney, Paul | 08/14/2006 | 10/09/2006 | 1 | 0.50 | 1 | N/A | No | 20.00 | 2.50 | 0.50 | 0.44 | N/A |
| 1765432 | 1752 | Starr, Ringo | 08/14/2006 | 10/09/2006 | 1 | 0.50 | 1 | N/A | No | 20.00 | 2.50 | 0.50 | 0.44 | N/A |
| | | | | | | | | | | Totals: | 40.00 | 5.00 | 1.00 | 0.88 |

The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.

The *SDADMS75* report displays adjusted FTE. Paul’s FTE has been reduced to .50. Ringo’s FTE is not adjusted. Each student is credited with 20 membership days. Membership days are calculated by multiplying potential membership days (in this case 40 for both students, as they were both members of the school from the first day instruction was offered through the 40th day) by adjusted FTE (.50).

Paul’s absences have been reduced by half because his FTE was reduced by half. Ringo’s absences are displayed as reported because his FTE was not adjusted.

Processing Kindergarten Counts for Payment

Total membership and absence days are pushed (transferred) from the Student Detail System to the Student Counts System as aggregated. For FY2007 and forward, all Student Counts reports will display data as aggregated. Therefore counts for Kindergarten students displayed on the *Student Counts 45-1* report will reconcile directly to counts as aggregated in the Student Detail System and displayed on the *SDADMS75* report.

The total aggregated count for resident Kindergarten students as displayed in the *Student Counts 46-1* report is subject to the add-on to ADM for students in grades Kindergarten through 3rd (0.06) and the additional add-on to ADM for Kindergarten students (0.835) that was signed into law for FY2007.

Example

For the purposes of this example, it is assumed that Paul and Ringo (see example reports on page 2) are the only resident Kindergarten students in XYZ Elementary School District and that both students remain in membership with no changes to reported FTE through the 100th day of instruction. Neither student is concurrently enrolled. It is also assumed that the district as a whole does not have excessive absences and no adjustment for that reason has been made.

- 1) 2.00 = Total student head count
- 2) 100 total aggregated membership days will be generated and pushed from Student Detail to Student Counts.
- 3) 1.00 Total Kindergarten ADM as aggregated and displayed on *45-1* and *46-1*
- 4) 1.399 = Support Level Weight (1.00 X 1.399)
- 5) 0.06 = K-3 add-on to ADM (1.00 X 0.06)
- 6) 0.835 = Kindergarten add-on (1.00 X 0.835)
- 7) 2.294 = Total Weighted Student Count (Sum of lines 4-6)

In FY2008 the Total Weighted Student Count for this scenario would increase to 2.811 due to legislation that increases the Kindergarten add-on to 1.352 for FY08.