

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 99-047

TO: Superintendents, Business Managers, Attendance Personnel
FROM: Lyle Friesen Director of School Finance
DATE: March 9, 1999
SUBJECT: Preliminary 100th Day Average Daily Membership Reports

Enclosed are **Preliminary** 100th Day Average Daily Membership (ADM) Reports for your district/school. Please **CHECK** your reports to ensure that the data received and processed by the Arizona Department of Education as of the 8th of March 1999 is correct. This information impacts Sudden Growth Funding.

If you need to make **changes/additions/deletions** to this current data, you must submit that information **by March 22,1999** as we hope to process final 100th day ADM Reports during the third week in April .

PLEASE REVIEW THESE REPORTS AS SOON AS YOU RECEIVE THEM and feel free to call Patty Fernandez at (602) 542-8246 if you have any questions or concerns. The following page lists a synopsis of the reports that are enclosed.

ADMS40-01 CURRENT/PRIOR RESIDENCE ADM AND ADA

March 9, 1999

This report reflects Kindergarten (**KDG**) at full count **NOT 1/2.**
Shows Average Daily Membership and Average Daily Attendance.
Shows absence percentage for each grade and district.
Compares current year to prior year ADM and percentage of change.
Report is used for the Absence Approval Request which determines district absence rate.

ADMS40-02 RESIDENT AVERAGE DAY MEMBERSHIP RECAP

This report reflects **summary** data from **Day 41** through **Day 100.**
Shows Kindergarten (**KDG**) at **1/2 count.**
Shows Adjusted ADM based on absence rate.

ADMS45-1 MEMBERSHIP AND ABSENCE REPORT

This report reflects **detailed** data by district and school of **ATTENDANCE and shows district of residence.**
Shows data by grade level, cluster, and ID number.
Shows Membership Days, Absence Days and Absence Rate.
Shows reported ADM and ADA and Privately Paid and over 21 membership.

ADMS45-2 DAILY MEMBERSHIP ATTENDING SUMMARY

This report reflects students attending your district, **NOT** resident students tuitioned to schools out of your district.
Shows Preschool (**PS**) and Kindergarten (**KDG**) at **1/2.**
Shows current and prior year Attending ADM.

ADMS46-1 RECALCULATED STATE AID ADM COUNTS

This report reflects ADM for 100th Day. May show adjusted ADM depending on absence rate.
Shows Kindergarten (**KDG**) **AT 1/2.**
Shows K-3 Group B Add-on Counts.
Used by district administrators as preliminary planning for Sudden Growth and Budgets. Data from 100th day reports will be used for final preparation.