

Ohio Department of Education Instructions for Completing Form ADM-1 Nonpublic Report of Average Daily Membership

PURPOSE

The purpose of Form SF-ADM 1 for chartered nonpublic schools is to provide Average Daily Membership (ADM) information and a breakdown of the race/ethnic composition of students enrolled and building staff to the Department of Education (O.R.C. 3317.03). The formerly used "Report of a Nonpublic School" paper form has been streamlined and replaced with this ADM reporting. The ADM is used to determine the amount of funds distributed to nonpublic schools for programs such as Auxiliary Services and Administrative Cost Reimbursement pursuant to O.R.C. 3317.06. The ADM is also used statistically by the Ohio Department of Education.

GENERAL INSTRUCTIONS

An ADM-1 report is to be completed and submitted on the ODE website for each building. Nonpublic schools that fail to submit the ADM-1 report will not be eligible for state or federal funds that flow through the Ohio Department of Education, as well as non-complaint pursuant to Ohio Administrative Code 3301-39 since the Report of a Nonpublic School is now submitted electronically. Instructions and a training guide for this web based reporting system are available at http://www.ode.state.oh.us/school_finance/SFPS_Modules/ADM1.pdf

SPECIFIC INSTRUCTIONS

- Obtain the ADM-1 Nonpublic Report for Average Daily Membership calculation by accessing the ODE homepage, signing into the SFPS through SAFE, the nonpublic modules, and the ADM-1 report specifically
- Select the appropriate fiscal year
- Access the Nonpublic Report for Average Daily Membership Calculation
- Indicate whether or not the school wishes to participate in the Auxiliary Services and/or Administrative Cost Reimbursement Programs this year.
- Enter the actual number of In-State and Out-of-State students in the first two columns by grade level
- Enter the actual number of students by Race/Ethnic Composition under the Admissions column by grade level
- After filling in the enrollment data requested, complete disclosure items I and II, sign the form electronically, and submit it on the ODE website. Only the school principal designated in OEDS may submit the report.
- Diocese schools are reminded that both the school principal and an authorized diocese representative must sign the form electronically.
- Once the report has been signed, the status of the report will change from SAVED to SIGNED. A report must be in SAVED status in order to make changes. Please contact your area coordinator to amend the report.

I. Total Average Daily Membership

Average Daily Membership (ADM) is calculated by dividing the total aggregate membership of *the first full week of school in October*, by the number of days in the week that the school is open for instruction. Aggregate membership is the sum of aggregate attendance plus authorized absences. (Reference – Section 3317.03 of the Ohio Revised Code.)

- A. Kindergarten through Grade 12 - Enter the (FTE) Headcount for boys and girls in each grade level in the appropriate box by ethnic composition. Separate sections are provided for In-State and Out-of-State students.

- ADM includes all students who are enrolled and attending school during the official count week or are excused for reasons enumerated in Administrative Rule 3301-51-13.
- Include all authorized pupils who are enrolled full-time. To be counted as a full FTE, the student must be in attendance for the entire school day.
- Include all authorized part-time pupils on a full-time equivalent basis.
- Example 1
A nonpublic high school has twenty (20) pupils who also attend the public joint vocational school. These students attend the nonpublic school four (4) hours out of their six (6) hour school day. Each of these students would count for 0.67 FTE ($4 \div 6 = 0.67$ FTE). All twenty students together would count for 13.4 FTE ($20 \text{ students} \times 0.67 \text{ FTE} = 13.4$). This would then be rounded to 13 FTE.
- Example 2
A nonpublic elementary has fifteen (15) pupils who also take a French class for forty-five (45) minutes each day at the public school. A full day at the nonpublic school is six and one-half hours (6-½ hrs.) Each of these students would count for 0.88 FTE ($5.75 \text{ hrs.} \div 6.5 \text{ hrs.} = 0.88$ FTE). All fifteen (15) students together would be 13.2 FTE ($15 \text{ students} \times 0.88 \text{ FTE} = 13.2$ FTE). This would then be rounded to 13 FTE.
- Example 3
A nonpublic student who enters the district on Wednesday of count week would be counted for 0.6 FTE ($3 \text{ days} \times 0.2 \text{ FTE} = 0.6 \text{ FTE}$).

A nonpublic student who leaves the district at the end of the day on Tuesday of count week would be counted for 0.4 FTE ($2 \text{ days} \times 0.2 \text{ FTE} = 0.4 \text{ FTE}$).

- B. Out-of-State
Enter the ADM (rounded to the nearest whole number) for all pupils whose permanent residence is outside the State of Ohio.
- C. Admissions
Enter the total number of all K-12 students enrolled by grade level based on their race/ethnic composition

Use the Race/Ethnic Category list to input data for each student enrolled below:

RACE/ETHNIC CATEGORY: Parents must have the option to designate the category.

Black	Persons having origins in any of the black racial groups in Africa
White	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
Hispanic	Persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race
Asian/Pacific Islanders	Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands, and Samoa
American Indian/Alaskan Native	Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
Multi-racial	Persons having origins in two or more of the above options

- D. Totals of all columns are calculated by the software program.

II. Disclosure Item

Preschool

- Enter the number of pupils in preschool programs.
- The counts listed in this section are strictly disclosure items. They should not be included in any other sections.

You must click the "Save" button in order to save changes on the page before going to the next screen.

III. Employment Staff

Enter the total number of employees by race/ethnic composition and their classification.
Use the definitions below to input data

Licensed - staff members that includes teachers and administrators with licenses/certificates to teach and provide primary instruction of students or supervision of teachers.

Support - staff members that includes any employees that work in the school to support programs or the welfare of students, i.e., teacher aides, school secretary, cafeteria staff, janitorial staff.

IV. Records

The orderly acquisition, storage and retention of school records are essential for the overall efficient and effective operation of a school. Some records must be permanently maintained; all past and present enrolled student files with their original admission forms and all past and present employee files with their original applications. Any non-accepted or not enrolled student admission forms or employment applications of those not hired must be filed for two fiscal years. (Ohio Revised Code 149.41)

Please check all areas where the race/ethnic category information is maintained.

You must click the "Save" button in order to save changes on the page before going to the next screen.

AUTHORIZED PUPILS are defined, for purposes of state funding, by the following criteria:

In-state pupils who are at least five (5) years of age, but under twenty-two (22) years of age, are enrolled in a K-12 program and who have not graduated from high school.

QUESTIONS

Please refer all questions to your Area Coordinator.

FILING PROCEDURES

Submit the completed forms electronically on the ODE website.

FILING DEADLINE

FORMS SHALL BE SUBMITTED ON THE ODE WEBSITE NO LATER THAN OCTOBER 31.