DEPARTMENT OF EDUCATION

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Public School District and Charter School ADM
(Average Daily Membership)
Projections

As Provided via ADMWE
(Average Daily Membership Web Estimates)

FY 2018, FY 2019 and FY 2020

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Overview and Uses of the Data

The Average Daily Membership Web Estimates (ADMWE) system is the means by which districts and charter schools provide the department with their estimated Average Daily Membership (ADM) for three school years. The ADMWE system is found on the Minnesota Department of Education (MDE) homepage > Districts, Schools and Educators > Data Submissions > ADM Projections.

School district types 1, 2 and 3 must report their estimated data via this system. Charter schools in their fourth or later year also update their estimated data via ADMWE. For charter schools in their first three years, MDE uses a paper report and requires rosters and mid-year Minnesota Automated Reporting Student System (MARSS) submissions.

> It is important the data be as accurate as the districts and charter schools are able to provide because they will be used for a variety of purposes, including levies, aid entitlements, forecasts and analysis. All three years will be used in forecasts and legislative analysis starting in late December. MDE may not be able to use updates to the current year's estimates after the December deadline for aid entitlement calculations, because MDE's appropriation is held at the February forecast estimates.

All three years of estimated ADM will be used and districts and charter schools are required to update their estimates at least twice a year. If the existing data are accurate, districts should sum and authorize so that MDE knows the data have been reviewed.

Accessing the ADMWE System for ADM Projections

Districts and charter schools have previously identified who their Identified Official with Authority (IOwA) is. Districts and charter schools must also identify who will need ADMWE user access within an organization. First, the IOwA submits pre-authorization for an ADMWE user (Part A). Second, the user requests access to the ADMWE system, and MDE cross-references the pre-authorization with the user request name (Part B). Once approved, the user navigates data entry into the ADMWE system (Part C).

Accessing the ADMWE system is a three-part process. Part A and Part B must occur in order to get to Part C.

Part A – Getting the Identified Official with Authority (IOwA) to pre-authorize user(s)

**Part B** – Requesting Access to the ADMWE system

Part C – Navigating the ADMWE system

Part A - Getting the IOwA to Pre-Authorize

Only the IOwA is allowed to submit a user's access pre-authorization to MDE secure websites for their district/charter school. Submission of user access pre-authorization does not give automatic access. The IOwA for your district/charter school must submit pre-authorization for users first.

Pre-authorization is done using the External User Access Recertification System. The IOwA must submit user access pre-authorization for each local education agency user. Submission of user access pre-authorization does not give automatic access.

The IOwA should select the application **Average Daily Membership Projections** from the drop-down menu.
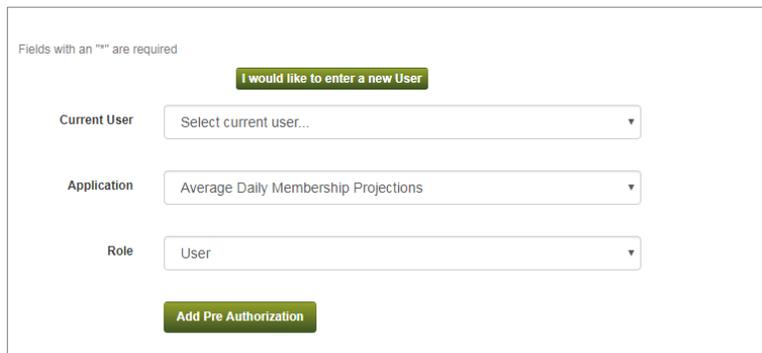
Once the IOwA has pre-authorized a user, MDE will locate the information and, once Part B has been completed, cross-reference the pre-authorization for approval to the ADMWE system. The user should go to the MDE homepage and follow the steps listed below to request access.

Part B – Requesting access to the ADMWE (Average Daily Membership Web Estimates) system

Once Part A has been completed by the IOwA, the user should go to the MDE homepage and follow the steps listed below to request access:

1. Go to the ADM Projections webpage using the following path: MDE homepage > Districts, Schools and Educators > Data Submissions > ADM Projections.

▸ **Data Submissions**

0-4 Census Data Reporting

Access to Career Technical Education for Students with a Disability (ACTE-SPED)

▸ **ADM Web Estimates (ADMWE)**

Assessment Secure Reports

Assurance of Compliance and Mandated Reporting

Athletics Data Reporting

Career and Technical Education Levy Recalculation Web-Based Reporting System

Carl Perkins

CLiCS Program Administration

Compulsory Instruction Compliance Data Reporting

Continuing Education Clock Hour Reporting

Disciplinary Incident Reporting System

District and School Site Verification

ADM Web Estimates (ADMWE)

The District/School ADM EL (English Learners) Projections System is used by districts and charter schools to report their estimated average daily membership (ADM) for three school years. All independent school districts use this system as well as charter schools in their fourth or later year of operation. For charter schools in their first three years, MDE uses a quarterly updated paper report and requires rosters and mid-year MARSS submissions to support the estimated ADM.

It is important the data be as accurate as the districts and charter schools are able to provide because they will be used for a variety of purposes, including levies, aid entitlements, forecasts and analysis. All three years will be used in forecasts and legislative analysis starting in late December. MDE may not be able to use updates to the current year's estimates after the December deadline for aid entitlement calculations because MDE's appropriation is held at the February forecast estimates.

The following data are provided by independent districts:

- District-wide resident ADM by grade
- Extended time ADM by grade and site
- Adjusted ADM by grade and site
- English Learner ADM by site

Charter schools provide adjusted ADM by grade and site and EL ADM by site.

Districts and charter schools in their fourth or later year are requested to update their estimates at least twice a year. If the existing data are accurate, districts should sum and authorize so that MDE knows the data have been reviewed.

Refer to the timelines posted below for a detailed description of when and for what the data will be used.

> **Enter ADM Web Estimates (ADMWE)**

2. Access the MDE user account system by one of the following:

   a. Create and log into your MDE user account; or
   b. Log into your existing MDE user account.

User Account System

Please Login With Your MDE User Account

User ID: [   ]

Password: [   ]

Login

Don't Have an Account? Create Account

Can't Access Your Account? Get Login Help

3. Request access to the ADMWE system.

   a. Create and log into your MDE user account; or
   b. Log into your existing MDE user account.

MDE > Data Submissions > User Account System

User Account System

Authorization Required

Hello Jeanne Krile (testwebedrs)

Our system recognizes that you have a valid User Account, but this account has not been granted access to the **Average Daily Membership Projections**. This is due to one of the following reasons:

1. You have not requested access for the **Average Daily Membership Projections** application. You may now request access by selecting the button shown here

   Request Application Access

2. You have made a request for the **Average Daily Membership Projections** application access, but it has not yet been approved. Please allow from **1 to 7** business days for approval.

Return to Data Submissions Page

4. Request role – You will be requesting authorization as a user with the description "Entry of Average Daily Membership Projections on behalf of your district." Users may request access for more than one district/charter school.

   a. Note: Each time a user requests access, all prior access is overridden. For example, a user has access to District A, and wishes to add access for District B. When requesting access to District B, the user must request both District A and District B.

   b. Always request access for *all* districts/charter schools you need, even when adding authorization for a subsequent district/charter school.

MDE > Data Submissions > User Account System

User Account System

Choose Role

You are requesting authorization as:

        User ID: testwebedrs
      Full Name: Jeanne Krile
   For Application: Average Daily Membership Projections

Role Name	Description
User	Entry of Average Daily Membership Projections data on behalf of your district.

Cancel My Request

5. Request District/Charter School – You may request authorization for one or more districts/charter schools by selecting all districts/charter schools that apply.

6. Confirm Authorization – Confirm your request by clicking **Submit My Authorization Request**.

7. Completion – Users may either view their account or return to the MDE Data Submissions page.

Part C – Navigating the ADMWE (Average Daily Membership Web Estimates) System

Average Daily Membership (ADM) Formulas and Considerations

ADM represents the portion of the school year during which a student is enrolled in the school, district or charter school. The actual ADM is calculated based on year-end MARSS files submitted by the enrolling district or charter school.

Districts report their estimated ADM in the ADMWE system. Clean-up payments at the end of the school year compare the ADMWE data used to meter entitlements with the actual ADM calculated from year-end MARSS files. The MARSS files are not used to calculate an actual entitlement until September 30 of the following school year.

Data entered into the ADMWE system does not update or change data in the MARSS data system, and data in the MARSS system does not update or change data in the ADMWE system. Both systems are used for student data, but the systems are independent of each other.

ADMWE Main Menu

The screenshot below is an example of the Aitkin Public School District's ADMWE home page with the school year selection 2017-18.
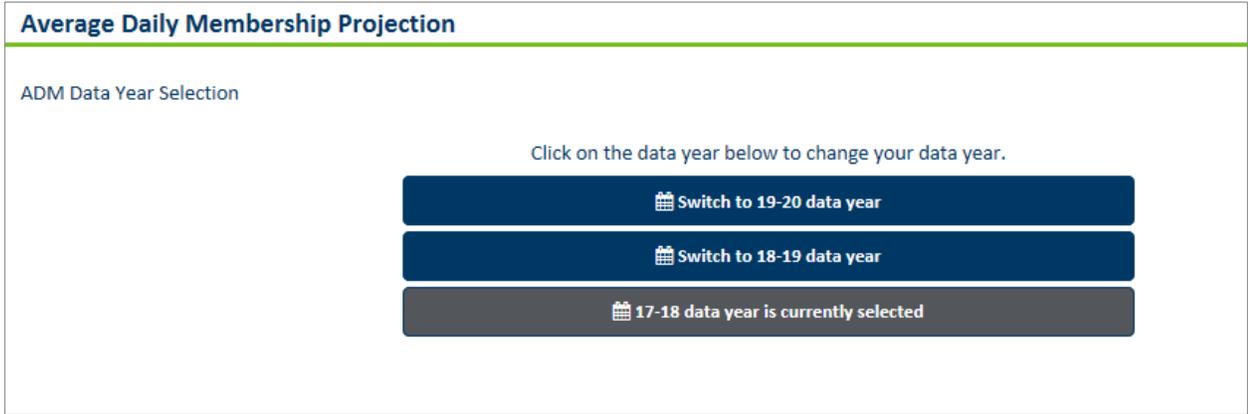
Movement Within the System

The user can click the browser's forward and backward arrows to move through the ADMWE system.

ADM Data Year Selection – Screen Options

Users may select one of three school years when accessing data.

A user may scroll though district-level data or individual school-level data, but for a single year at a time. Click **Change Year** to navigate between school fiscal years.
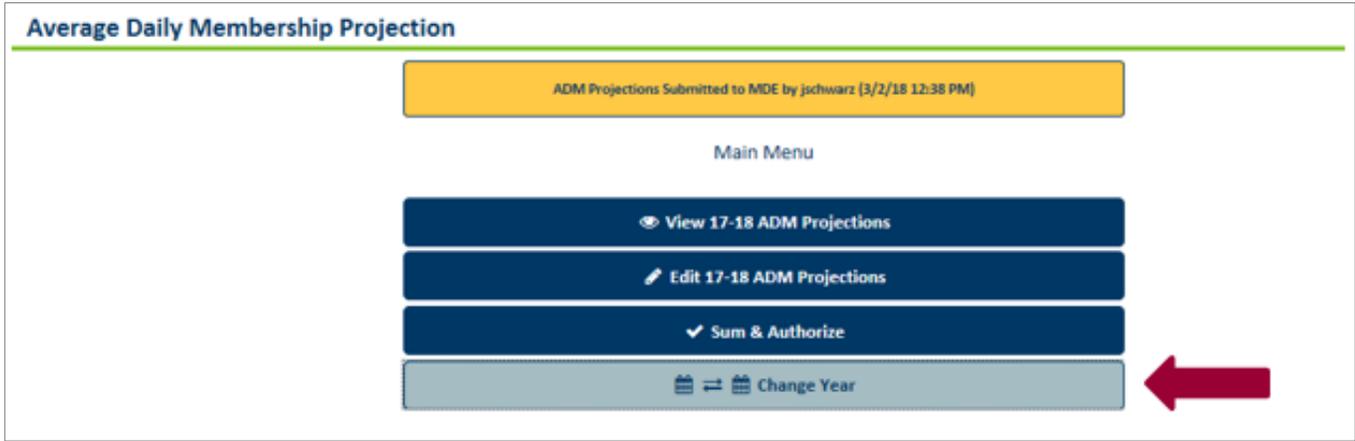
Note: When slecting the data year, changes to one year's estimates will have no impact on future years' estimates. Each year's data is independent of successive and prior years' data.

Source of Current Data

Fiscal Year (FY) 2018 and FY 2019

The FY 2018 and FY 2019 Resident and Adjusted ADM is held to 1.0 ADM (districtwide and school level), extended time ADM and English learner (EL) ADM estimates carry over from last year's cycle. All non-Handicap Kindergarten (HK) ADM has been moved into the half-day, daily kindergarten category for all three years. Users will need to move or split the ADM amongst the appropriate kindergarten schedule categories.

FY 2020

The FY 2020 Resident, Adjusted and Extended Time ADM (districtwide and school level) for grades 1-12 are the result of applying a grade progression of 1.0 to the FY 2019 ADM estimates in kindergarten through grade 11. The ADM in grades Early Childhood (EC), HK and kindergarten, as well as the EL ADM estimates, were held constant at the FY 2018 level. The non-HK ADM was all moved into the full-day kindergarten category. Users will need to move or split the ADM amongst the appropriate kindergarten schedule categories.

View Estimated ADM and EL Counts

Main Menu Item "View"

Use this screen to view the current district totals of resident ADM and adjusted ADM, as well as the school-level adjusted ADM by grade. The sum of the schools' adjusted ADM will equal the district total adjusted ADM when a) the data are first seeded; and b) again after either school- or district-adjusted ADM have been modified and submitted for use (Sum & Authorize). The district-adjusted ADM can be modified by grade or individual school's adjusted ADM.
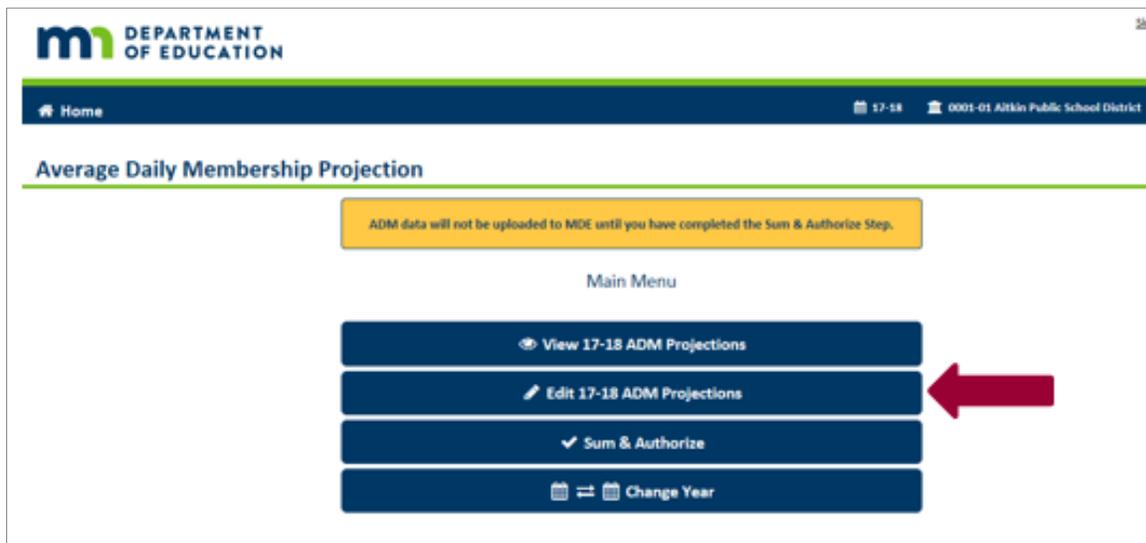

Once either the school or district data have been modified, the sum of the schools will not equal the district total adjusted ADM until the user completes the **Sum & Authorize** from the Main Menu.

District/School ADM Projections

Edit Estimated ADM and EL Counts

Main Menu item "Edit 17-18 ADM Projections."

Use this option to change the current district totals of resident ADM and adjusted ADM, school-level adjusted ADM by grade and/or EL ADM. Charter schools do not have resident students.
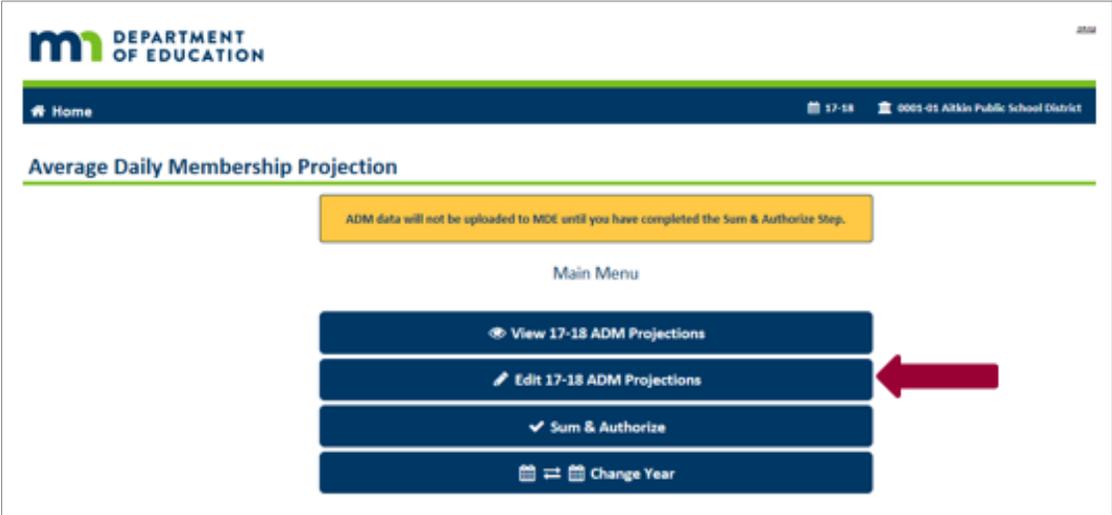
The user has the option to enter data, which must be in whole numbers, at the district or school level. An internal edit will prevent a charter school from entering estimates of resident ADM.
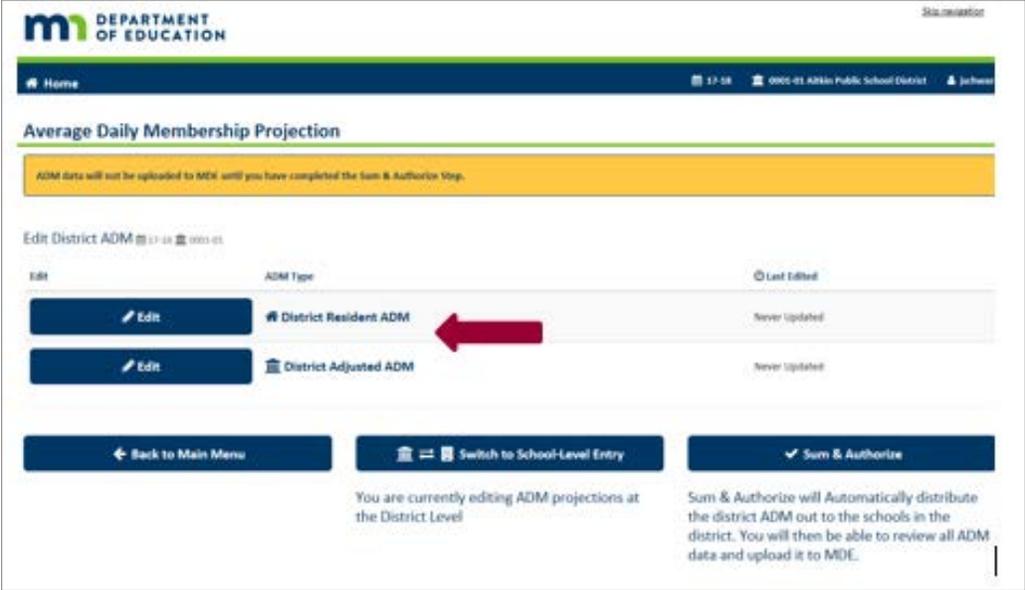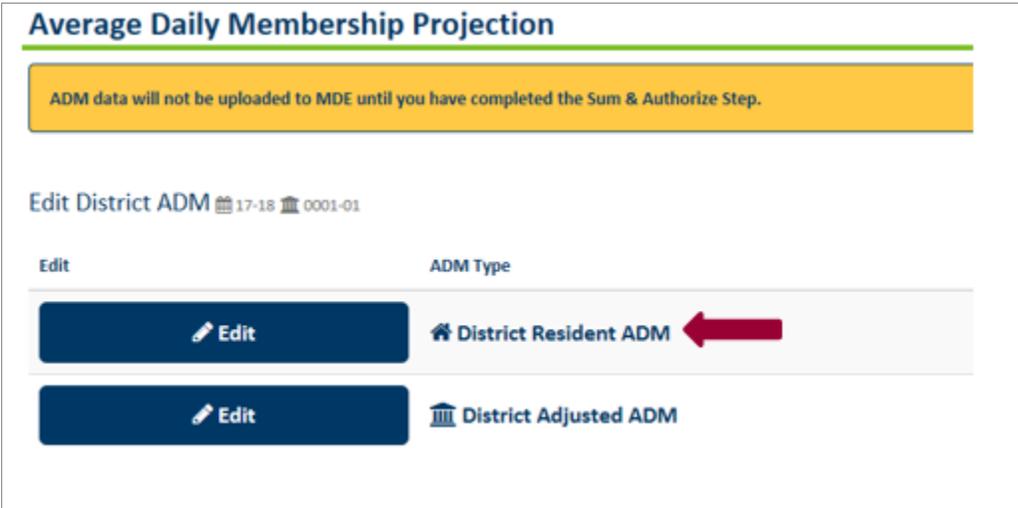

To fine-tune the ADM to less than 1.0 ADM, round up to the next higher ADM in one of the grades, with the same pupil unit weighting, and truncate the partial ADM from another grade.

Entering Data – District Level or School Level

The user has two choices when entering adjusted ADM data: entry may be done at either the district or school level.

District Resident ADM or District-Adjusted ADM

If the District Resident ADM screen is chosen, the school-level adjusted ADM are displayed. This is where the district can update individual school's adjusted ADM (held to 1.0 per student), EL ADM and, for learning year programs, the extended time ADM.

Average Daily Membership Projection

ADM data will not be uploaded to MDE until you have completed the Sum & Authorize Step.

Edit District ADM 🗓 17-18 🏛 0001-01

Edit	ADM Type
✏ Edit	🏠 District Resident ADM ←
✏ Edit	🏛 District Adjusted ADM

Example screen: Aitkin District Resident ADM

👥 0001-01 Aitkin Public School District Resident ADM

Resident ADM 1.0 ADM max per student	
EC	10
PK	District not eligible for VPK
HK	7
KG-FD	80
KG-HD	0
KG-LA	0
Grade 1	80
Grade 2	80
Grade 3	80
Grade 4	80
Grade 5	88
Grade 6	76
Grade 7	82
Grade 8	97
Grade 9	97
Grade 10	70
Grade 11	89
Grade 12	76

District-Adjusted ADM

Average Daily Membership Projection

ADM data will not be uploaded to MDE until you have completed the Sum & Authorize Step.

Edit District ADM 🗓 17-18 🏛 0001-01

Edit	ADM Type
✏ Edit	🏠 District Resident ADM
✏ Edit	🏛 District Adjusted ADM

Example Screen: Aitkin District-Adjusted ADM

📈 Edit 17-18 ADM Estimates

👥 0001-01 Aitkin Public School District Adjusted ADM

English Learner ADM
1.0 ADM max per student

EL	0

Adjusted ADM 1.0 ADM max per student		**Extended Time ADM** 0.2 ADM max per student	
EC	10	EC	Not Applicable for Extended Time
PK	District not eligible for VPK	PK	Not Applicable for Extended Time
HK	7	HK	Not Applicable for Extended Time
KG-FD	80	KG-FD	0
KG-HD	0	KG-HD	0
KG-LA	0	KG-LA	0
Grade 1	80	Grade 1	0
Grade 2	80	Grade 2	0
Grade 3	80	Grade 3	0
Grade 4	80	Grade 4	0
Grade 5	92	Grade 5	0
Grade 6	85	Grade 6	0
Grade 7	93	Grade 7	0
Grade 8	104	Grade 8	0
Grade 9	104	Grade 9	0
Grade 10	74	Grade 10	1
Grade 11	94	Grade 11	1
Grade 12	84	Grade 12	1

A user may switch back and forth between District-Level Entry to School-Level Entry, as seen directly below.

A. Enter District Adjusted ADM means the system will allocate the modifications among the schools (using the existing ratios). The user can update any or all of the grades' adjusted ADM.

B. Enter School (level) Adjusted ADM and EL ADM and let the system sum the school data to calculate a new district total. The user can update any or all of the school-level adjusted ADM and/or EL ADM. To submit the modified adjusted ADM, click **Sum & Authorize**.

The system will recalculate the district total adjusted ADM by summing the new school level data. The results can be viewed by clicking **View 17-18 ADM Projections** from the home page.

This displays the district-level EL ADM; adjusted ADM by grade, with ADM held to 1.0 per student; and the extended time ADM by grade for learning year students.

Sum & Authorize ADM Projections

Completion of this step authorizes the department to use the current estimates for future calculations. Districts can modify all data but without the Sum & Authorize step, the modifications will not be used. This step can also be performed without changing the data.

Confirming or Viewing Updates

An updated message will appear for the user confirming the Sum & Authorize took place.
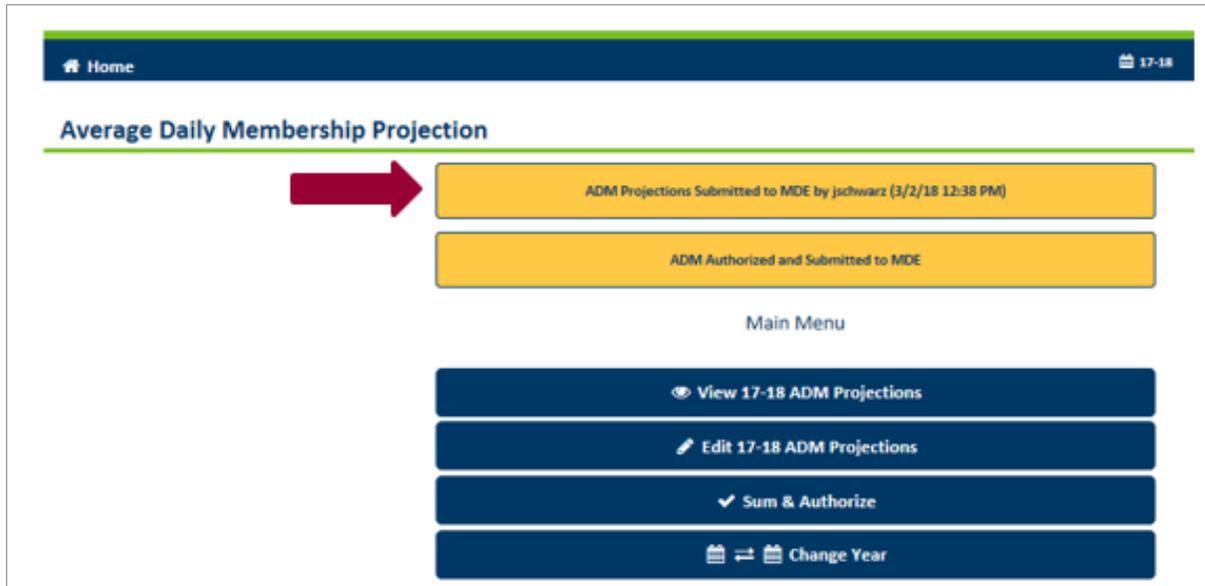
Errors and Warnings

- A message appears if the school is ineligible to generate extended time ADM. A school must be classified as an Alternative Learning Center (ALC), alternative program or other learning year site to report extended time ADM. By design, most ADM reported by a targeted services site will be extended time because these students are enrolled full-time at an elementary or middle school already.
- Sum & Authorize will not work if the district-adjusted ADM in any grade level is more than three times the resident ADM. If the data are correct, contact Jeanne Krile at 651-582-8637 to override the error.
- Enter whole numbers only; do not enter decimals.
- If a charter school has more than 200 in a grade level and, if the data are correct, contact Jeanne Krile at 651-582-8637 to override the error.
- The school-level adjusted ADM cannot have kindergarten ADM estimates in both full day, daily available free to all students (KG-FD), and full day, daily not available to all students (KG-LA). All other combinations of kindergarten schedules are allowed. This edit does not apply to school 000. This error needs to be corrected by the district/charter school in the ADMWE system. There is no override.