



Division of School Finance
 1500 Highway 36 West
 Roseville, MN 55113-4266

ADM Enrollment Projections Charter Schools – School Year 2019-20

ED-02158-30(A)

General Instructions: Estimated School Year 2019-20 general education revenue is advanced to charter schools, one to three years old, based on the average daily membership (ADM) enrollment projections data submitted on this form. On or before the quarterly due dates below, this form must be completed and sent with either: (1) a student roster, or (2) email notification that a Minnesota Automated Student Reporting System (MARSS) file exists, to [Jeanne Krile](#).

On a quarterly basis, your ADM enrollment projections are reviewed, compared to MARSS data, and entered for aid entitlement purposes. These ADM enrollment projections will be replaced with actual pupil counts when actuals become available through the October 30, 2020, MARSS submission.

Identification Information

Charter School Name and Number: _____ Contact Email: _____

Average Daily Membership (ADM) Estimates by Grade and Site

	Grade Level	Site #1 Name and Number	Site #2 Name and Number	Site #3 Name and Number
	Kindergarten with IEP*			
	Kindergarten: Half-day, Daily			
Free, available to all	Kindergarten: Full-day, Daily			
Free with limited access or parent paid or Title I	Kindergarten: Full-day, Daily			
Quarterly Due Dates				
(check which submission this form is for)	Grade 1			
	Grade 2			
Initial Estimate (Due June 10) Payments: July 15-October 15	Grade 3			
	Grade 4			
	Grade 5			
First Update (Due September 30) Payments: October 30-January 15	Grade 6			
	Grade 7			
	Grade 8			
Second Update (Due December 16) Payments: January 30-February 28 (if adjusted)	Grade 9			
	Grade 10			
	Grade 11			
Third Update (Due April 06) Payments: April 30 EOY** (if significantly reduced)	Grade 12			
	Total ADM			
	English learner (EL) Estimate			

*IEP stands for individualized education program

**EOY stands for end-of-year

October 1, 2019, Compensatory Revenue Estimates (1st Year Charter Schools Only)

Identification	Site #1 Name and Number	Site #2 Name and Number	Site #3 Name and Number
Total Enrollment			
Free Meal			
Reduced-Price Meal			

Verification of Data

I hereby verify the above information is true to the best of my knowledge and the current ADM Enrollment Projections data has been shared with the charter school's authorizer.

Signature – Responsible Authority: _____ Date: _____

Email – Responsible Authority: _____

Estimated school year 2019-20 general education revenue is advanced to charter schools, one to three years-old, based on the quarterly ADM enrollment projections data submitted on Page 1 of this form. Following June 10, charter schools must submit quarterly updates of the ADM projections. The quarterly updates (September 30, December 16 and April 6) must include a signed, updated projections report. The September 30 and April 6 dates coincide with MARSS submission dates.

If the charter school is unable to submit MARSS data, a roster of students’ names, sorted by grade with begin and end dates of enrollment, must accompany their projections report. On all four dates, charter schools must submit an updated, signed projections report. ADM counts are not automatically updated based on MARSS submissions. Charter schools must be prepared to explain any differences between projected and actual data.

Note: It is important the estimates be as accurate as possible. Under-estimating pupil counts may leave your school short of the necessary revenue to properly serve your students. Over-estimating pupil counts will force the Minnesota Department of Education (MDE) to reduce the general education revenue payments, potentially leaving your charter school with cash flow problems.

These projected pupil counts, ADM enrollment projections, will be replaced with actual pupil counts when actuals become available October 30, 2020, with MARSS.

For copies of this report and instructions, visit the MDE [Average Daily Membership webpage](https://education.mn.gov/MDE/dse/schfin/MARSS/adm/) (https://education.mn.gov/MDE/dse/schfin/MARSS/adm/).