

Appendix M

ADM Formulas and Pupil Unit Weights

Average Daily Membership (ADM) is the portion of the year that a student is enrolled in school. It is used in many Minnesota funding formulas. Unless a student is enrolled in a State-Approved Alternative Program (SAAPs) such as an Area Learning Center (ALC), alternative program, contract alternative program, targeted services program or in another state-approved Learning Year Program (LYP), a student's ADM cannot exceed 1.0 per year.

ADM is calculated from the end-of-year (EOY) Minnesota Automated Reporting Student System (MARSS) files only; it does not apply to fall MARSS files. However, fall MARSS files may be used to compute a proxy ADM to compare to ADM estimates. Pupil unit weightings are applied to ADM. Pupil units are also referred to as weighted ADM (WADM). See below.

ADM is calculated for each student enrollment record based on the following MARSS data items:

- Membership Days (or hours).
- Instructional Days (or hours) from the school and grade in which the student is enrolled.
- Percent Enrolled, and for some students.
- Length of School Day in Minutes from the school and grade in which the student is enrolled.

The same formulas are used to calculate average daily attendance (ADA); simply replace the membership figure with the student's attendance figure.

The ability for a student to generate state aid and/or the type of state aid is dependent on the student's State Aid Category. Refer to the data elements section of the MARSS manual for more information.

ADM Formulas

1. For students in grades kindergarten (KG)-12, Percent Enrolled is 100 or less, and the students are not:
 - Enrolled in a SAAP (school classifications 41, 42, 43 or 45);
 - Postsecondary Enrollment Options (PSEO) participants; or,
 - In grade HK (kindergarten disabled).

$\text{ADM} = \frac{(\text{Percent Enrolled} / 100) \times \text{Membership Days}}{\text{Instructional Days}}$
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Maximum ADM is 1.0 per student. No extended time ADM can be generated.

2. For students whose Percent Enrolled is 998 or 999 and they are not:

- In grade EC (early childhood) or HK;
- Enrolled in an ALC targeted services program (school classification 45); or,
- PSEO participants.

$$\text{ADM} = \frac{\text{Membership Days (in terms of hours)}}{(\text{Length of School Day in Minutes} \times \text{Instructional Days}) / 60}$$

Percent Enrolled of 998 or 999 indicate that the student's attendance and membership are reported in terms of hours rather than days. Percent Enrolled must be 998 or 999 for students enrolled in an ALC or alternative program; their attendance and membership must be reported in terms of hours. Only students enrolled in a SAAP can generate more than 1.0 ADM. ADM for students enrolled in an SAAP cannot exceed 1.2. The ADM between 1.0 and 1.2 is called extended-time ADM.

ADM for students who are kindergarten disabled (grade HK) cannot exceed 1.0. The maximum ADM includes that ADM generated in the entire 12-month fiscal year, including membership in a traditional program.

Instructional hours (Instructional Days x Length of School Day In Minutes / 60) must equal or exceed the statute minimums for students to be eligible to generate more than 1.0 ADM in a SAAP.

The statute minimums are:

- 350 voluntary prekindergarten
- 425 kindergarten, non-disabled, half-day, daily or full-day, alternate-day schedule
- 850 kindergarten, non-disabled full-day, daily schedule
- 935 grades 1–6
- 1,020 grades 7–12

3. For students in grade EC:

$$\text{ADM} = \frac{\text{Membership Days (in terms of hours)}}{825 \text{ Hours}}$$

EC students who have an Individualized Education Program (IEP) or Individual Family Service Plan (IFSP) are guaranteed to generate a minimum of 0.28 ADM among all of the student's records, but no more than 1.0. EC students who receive evaluation services only have no guaranteed ADM. The student's IEP/IFSP status is indicated by the Special Education Evaluation Status (SEES). The SEES of 2 or 3 indicate evaluation only, while SEES Change 4 or 6 indicate an active IEP/IFSP.

EC students must have a Percent Enrolled of 999 and their attendance and membership reported in terms of hours.

EC students are not eligible for extended-time ADM.

4. For students in grades PA-PJ (voluntary prekindergarten):

$$\text{ADM} = \frac{(\text{Membership Days} \times \text{Length of Day in Minutes}) / 60}{850 \text{ Hours}}$$

Students in voluntary prekindergarten can generate up to 0.60 ADM.

5. For students in grades RA-RJ (school readiness plus):

$$\text{ADM} = \frac{(\text{Membership Days} \times \text{Length of Day in Minutes}) / 60}{850 \text{ Hours}}$$

Students in school readiness plus can generate up to 0.60 ADM.

6. For students in grade HK and Percent Enrolled is 999:

$$\text{ADM} = \frac{\text{Membership Days (in terms of hours)}}{875 \text{ Hours}}$$

HK students cannot generate more than 1.0 ADM, even if they're enrolled in a LYP.

7. For students in grade HK and Percent Enrolled is not 999:

$$\text{ADM} = \frac{\text{Membership Days} \times (\text{Percent Enrolled} / 100)}{875 \text{ Hours}}$$

In this reporting scenario, Percent Enrolled is the number of hours per day that the student is required to attend each day (rounded to the nearest hundredth) times 100. Attendance and membership are reported in terms of days. Note that when Percent Enrolled is reported as 100 for a student in grade HK, the ADM is based on one hour of membership per day; this could result in under-reporting of ADM.

8. For students in PSEO:

$$\text{PSEO High School (HS) ADM} = \frac{\text{PSEO High School Hours}}{(\text{Instructional Days} \times \text{Length of School Day in Minutes}) / 60}$$

PSEO students who are enrolled all year are guaranteed to generate a minimum of 0.12 ADM. This minimum is prorated for part-year students based on their regular ADM, as calculated above. When the result of PSEO HS ADM is less than 0.12, the guaranteed ADM formula is:

$$\text{PSEO HS ADM} = \text{ADM} \times 0.12$$

9. For students enrolled in state-approved targeted services programs (school classification 45), ADM is described below. Note that students in 9th grade are eligible for targeted services only in districts where students start earning credits for graduation in 10th grade (e.g., the high school serves grades 10-12). ADM for grade HK is described in #6 above.

KG ADM =	$\frac{\text{Membership Days (in terms of hours)}}{425 \text{ Hours}}$
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Grades 1-6 ADM =	$\frac{\text{Membership Days (in terms of hours)}}{935 \text{ Hours}}$
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Grades 7-12 ADM =	$\frac{\text{Membership Days (in terms of hours)}}{1,020 \text{ Hours}}$
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ADM Adjustments for ADM Capped at 1.0 and Extended-Time ADM

All students generate ADM per the formulas described above. However, if a student's total ADM exceeds 1.0 it will be reduced proportionately. Refer to the ADM Adjustment Report that is posted to Secure Reports with the year-end MARSS statewide reports starting in June. This report lists all students whose original ADM has been adjusted as compared to the ADM generated in the local edit.

The students listed on the ADM Adjustment Report are the students who will cause the ADM on locally produced reports to differ from that provided on the posted District/School ADM Report. If no ADM Adjustment Report is posted to Secure Reports, then no adjustments have been made during that specific statewide edit.

The ADM generated by students enrolled in other than LYP, like ALCs, will be totaled. If the total does not exceed 1.0, no reduction is necessary. If the student's ADM in non-learning year enrollment records exceeds 1.0 and there are no date overlap errors, then each record's ADM will be reduced proportionately. Extended-Time ADM (i.e., ADM between 1.0 and 1.2) is generated only for students enrolled in SAAP.

Example 1

Enrollment Record Original ADM Proportion of Total ADM capped at 1.0

Enrollment Record	Original ADM	Proportion of Total	ADM Capped at 1.0
High School A	0.75	0.68 (0.75/1.10)	0.68
High School B	0.35	0.32 (0.35/1.10)	0.32
Total ADM	1.10		1.00

Example 2

If a student's total ADM includes ADM generated at a SAAP, the ADM generated in the non-SAAP gets first priority. Any remaining ADM at the SAAP is eligible for extended-time ADM.

Enrollment Record	Original ADM	ADM (1.0cap)	Extended Time ADM capped at 0.2
High School A	0.75	0.75	0
Care and Treatment	0.15	0.15	0
ALC	0.45	0.10 (1.0-0.75-0.15)	0.20 (0.45-0.10) max 0.20
Total ADM	1.35	1.00	0.20

If more than one ALC record had contributed to extended-time ADM, each would have been reduced proportionately.

The ADM for students participating in supplemental online learning (OLL) will be reduced at the enrolling school if the student's total ADM, including OLL ADM, exceeds 1.0 (1.2 if the student is enrolled in a SAAP).

Pupil Unit Weighting Factors (PUN)

Grade	PUN as of FY 2016
EC	1.00
PK	1.00
HK	1.00
K (part-time)	0.55
K (full-time)	1.00
1-6	1.00
7-12	1.20

For questions concerning ADM contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).