

Procedure 3

Calculation of Membership Days for Part-Time and/or Shared-Time Students

Data Elements: Attendance Days
Membership Days
Percent Enrolled

Various students are not enrolled in school on a full-time basis including:

- Shared-time students (nonpublic or homeschooled students who attend public school on a part-time basis).
- Students over the age of 16 who might not be required or may not be able to attend school for a full day.
- Students who attend less than the full school day at the enrolling school and who supplement this enrollment by taking online learning (OLL) courses from a state-approved OLL provider.
- Students participating in Project-Based Learning (PBL); refer to *Procedure 23*.
- Students in state-approved independent study; refer to *Procedure 8*.
- Students attending care and treatment programs; refer to *Procedure 27*.

These students are termed part-time students and generate prorated state aid. To calculate accurate Average Daily Membership (ADM) and state aids, Attendance Days, Membership Days and Percent Enrolled must be reported properly. Minnesota Automated Reporting Student System (MARSS) will accept either of the two methods of reporting part-time students.

Regular, Daily Schedule

For students who attend less than full-time, but for a constant length of time every day, the following procedure may be used:

Membership Days – Report the same as for full-time students.

Example 1

Part-time students enrolled all of the 173 instructional days would have 173 Membership Days, irrespective of the length of those days.

Attendance Days – Report the same as for full-time students.

Example 2

Part-time students in attendance for 170 of 173 instructional days would have 170 Attendance Days, irrespective of the length of those days.

Percent Enrolled – This must be calculated for each part-time student. It is based on the student's required length of day in terms of minutes expressed as a ratio to the length of day for the school and grade, from the school file. Round to the nearest whole number.

Example 3

$\text{Percent Enrolled} = \frac{\text{Student's length of school day in minutes}}{\text{Length of School Day in Minutes}} \times 100$
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Irregular Schedule

For students who do not attend school every day, or if their days vary in length, report attendance and membership in terms of hours. This is also the required method for all students enrolled in State-Approved Alternative Programs (SAAPs):

Percent Enrolled 999 – is an indication that Membership Days and Attendance Days are reported in terms of hours.

Percent Enrolled 998 – is used only by SAAPs to report a student's membership, which occurs during the traditional school day while the student is concurrently enrolled in a traditional school. The student's attendance and membership must be reported in terms of hours.

Membership Days – The total number of hours the students are scheduled to attend school during the enrollment period covered between the Status Start and Status End Dates. This figure includes time the students were scheduled to attend but were absent.

Membership for students on a state-approved independent study program is a conversion of credits earned to hours. Partial credits may also generate membership hours. Take care not to duplicate the hours in a successive school year when students complete the credit. Refer to *MARSS Reporting Procedure 8* for more information.

Attendance Days – The number of hours students actually attended school. This figure excludes time the students were absent.

Attendance for students on a state-approved independent study program is the actual number of hours the students were in contact with the independent study teacher.

ADM – Refer to *Appendix M* for a discussion of how ADM is computed.