

# ***ATTENDANCE & ENROLLMENT MAXIMIZE YOUR FUNDING***

**Please share this information with your Business Manager, ISEE Coordinator and any other personnel responsible for reporting Attendance and Enrollment.**

## ***What's Critical?***

All enrollment and attendance data for the ***Midterm reporting period*** must be correctly reported no later than **Friday, December 9<sup>th</sup>**. **Please be advised that if corrections to your attendance and enrollment data are made after this time your district or charter may lose unrecoverable funding from other programs and special distributions.**

It is critical to review your attendance and enrollment data against your student management system, directly after each upload submission. Remember to send in the upload early to allow time for changes. It is very important that all information be tied back to your student management system to verify accuracy. You can run the following reports two to three business days after submission:

- Building Level
- Current Year Support Unit Calculation
- Net Enrollment
- Enrollment Detail
- Aggregated Attendance Detail
- Greater than One ADA
- Allocated Enrollment

## ***Critical Issues:***

**SRM Warnings** – Please review carefully the SRM warnings. Please ensure enrolled students have correct course assignments and teachers tied to those related courses.

**Calendar Issues** - Grade groupings Kindergarten K / Elementary 1<sup>st</sup> – 6<sup>th</sup> / Secondary 7<sup>th</sup> – 12<sup>th</sup> / Alt Secondary 7<sup>th</sup> – 12<sup>th</sup> these grade groupings **must** have the same start date, end date and attendance days on the calendar. If these grade groupings do not maintain the same dates, the average daily attendance will be affected and ultimately will reduce funding. When this occurs the calculated unit that drives funding is not accurate.

**Student Demographics** – Please review to ensure that all students are reported accurately by grade and attached to the correct calendar.

**After ISEE Upload** - Once the ISEE data has been uploaded, print the reports listed above and verify against your student management system for accuracy. There have been many issues where the student management system will have dropped students or added students prior to the ISEE upload. This will adversely affect your average daily attendance and incorrectly state the unit and ultimately affect funding.

**February 15<sup>th</sup> Deadline** – The February 15<sup>th</sup> payment covers attendance and enrollment from the first day of school through the first Friday in November. The deadline is 12/09/16; please submit your data early to give yourself time to verify data from ISEE upload to your student management system. This will allow for any necessary corrections. Many agencies use this data as their snapshot to process potential funding; with inaccurate or incomplete data funding would most likely be reduced.

**Midterm Reporting Period Corrections** – 3/24/17 is the deadline for all corrections to be submitted for the Midterm Reporting period. The Midterm Reporting Period is the first day of school through the first Friday in November and funds approximately 80% of your foundation payment.

**Reminders:** The SY2016-2017 Reporting periods are:

	<u>Begins</u>	<u>Ends</u>
<b>Summer School</b> year	After the last day of regular school	Prior to the beginning of the next regular school
<b>Midterm Reporting Period</b>	First day of regular school	11/04/16 (First Friday in November)
<b>Full Term</b>	First day of regular school	Last day of regular school
<b>Best 28 Weeks</b>	First day of regular school	Last day of regular school

The following is the schedule for ISEE data collection and submission:

ISEE Submission Schedule			
FY2016 - 2017			
MIDTERM REPORTING PERIOD			
<b>1<sup>st</sup> day of school through the 1<sup>st</sup> Friday of November Submission Attendance &amp; Enrollment and Staffing Including Summer School</b>			
	Collection Period (Data)	Submission Period	
Summer Alternative	05/23/2016 – 08/19/2016	08/05/2016 – 08/19/2016	<b>Correction Deadline 12/09/16</b>
October Submission	8/20/2016 – 9/30/2016	9/30/2016 – 10/17/2016	
November Submission	10/01/2016 – 11/04/2016	11/04/2016 – 11/18/2016	
4TH REPORTING PERIOD			
<b>November – February Submission &amp; Corrections Attendance &amp; Enrollment and Staffing</b>			
<b>ATTENDANCE &amp; ENROLLMENT CORRECTIONS:</b> All corrections to Midterm reporting MUST be submitted by the deadline of 3/24/17			
	Collection Period (Data)	Submission Period	
March Submission	11/05/2016 – 03/03/2017	03/03/2017 – 03/17/2017	<b>Correction Deadline 3/24/17</b> May 15 <sup>th</sup> Payment
FINAL REPORTING PERIOD			
<b>March – June Submissions</b>			
<b>Attendance &amp; Enrollment Final Submission 6/17/16</b>			
	Collection Period (Data)	Submission Period	
May Submission	03/04/2017 – 05/05/2017	05/05/2017 – 05/19/2017	<b>Deadline 6/16/17</b>
End of Year Submission	05/06/2017 – 06/16/2017	05/20/2017 – 06/16/2017	July 15 <sup>th</sup> Payment
<b>ATTENDANCE &amp; ENROLLMENT CORRECTIONS:</b> Any corrections to Midterm reporting period needed after 3/24/17 <u>MUST</u> be requested and approved prior to the 6/16/17 deadline.			

Calendars and attendance must align correctly with all the data for each collection period.

### ***Critical Reminders:***

It is vital to meet each ISEE reporting deadline and after each uploaded run your enrollment and attendance reports. Typically, these reports are available within *two to three* business days after your upload. Use these reports to cross reference and ensure that your data coincides with what you have reported from your student management system. You will want to correct all errors, make sure to allow for adequate time to review the data in the event changes are needed.

Please remember that **Monday, December 09, 2016** is the last day to submit staffing, enrollment, and attendance corrections for the February 15<sup>th</sup> payment. Enrollment and ADA reports received by December 09<sup>th</sup> will be used to fund your foundation payment, special distribution dollars, federal payments, and additionally is used by the legislature to fund the public education budget. **Corrections received after December 09<sup>th</sup> may result in lost unrecoverable funding for your district/charter.**

### ***What's New:***

#### **-Attendance & Enrollment ISEE-**

- Fewer ISEE uploads, but remember that each collection period is vital to maintain accurate data.
- All changes & corrections to the Midterm reporting period must be final as of 3/24/17 ISEE upload deadline. Any corrections to the Midterm reporting period after this date must be requested approved and uploaded by 6/16/17.
- *K= Kindergarten attendance only, R=Regular for grades 1-12 excluding Alternative School students and homeschool/private school students, A=Alternative School students 7-12, DR=Homeschool/Private School students only, SR = regular summer school and Juvenile Detention Summer Reporting, SA = Summer Alternative School Reporting.*

### ***Help Available:***

If your district wants a greater understanding of how these reports can improve your data accuracy, please contact Shannon Wendling or Pam Brewer to schedule a one-on-one appointment. We will be scheduling an hour call to go over these reports using your current data uploads. This review will improve your chances of detecting attendance and enrollment data problems prior to your December 14<sup>th</sup> deadline.

### ***Questions:***

Attendance/Enrollment/Unit Calculation questions: Contact Pam Brewer at [pbrewer@sde.idaho.gov](mailto:pbrewer@sde.idaho.gov) or 332-6840

Staffing questions: Contact Kathryn Vincen at [klvincen@sde.idaho.gov](mailto:klvincen@sde.idaho.gov) or LaRae Ashby at [Lbashby@sde.idaho.gov](mailto:Lbashby@sde.idaho.gov) or 332-6800

For ISEE related questions, please contact your Regional Education ISEE Technology Coordinator or SDE Support: visit [www.sde.idaho.gov/site/isee](http://www.sde.idaho.gov/site/isee) for contact information.