

A stack of three books is shown on the left side of the image. The top book is white with a yellow cover. A red apple and a yellow pencil with a pink eraser are resting on top of it. The middle book has a blue spine and a red cover. The bottom book is white with a blue spine. The background is a solid green color.

Enrollment, Attendance, and Support Units

New Superintendent
Workshop



Helpful Support Tools

- ❖ State Department of Education's Website: <https://www.sde.idaho.gov/>
- ❖ Attendance and Enrollment Manual: https://www.sde.idaho.gov/site/finance_tech/forms.htm
- ❖ Training Videos are available on our website: https://www.sde.idaho.gov/site/finance_tech/training.htm
- ❖ Various Forms on our website: https://www.sde.idaho.gov/site/finance_tech/forms.htm



Secure File Manager Website:

- ❖ Your District/Charter School's Foundation Support Documents are located on this website
 - Contains your Payment Information & Supporting Documents
 - Categorized by year and by month within the year

- ❖ Point of Contact for passwords and access:
Wendy Lee
wlee@sde.idaho.gov
208-332-6844

Secure Website Access

Located at:

<https://seciis-2.sde.state.id.us/remotefilemanager/finance/index.php>

Uses the Superintendent/Administrator's
Assigned Finance Password.

**Idaho State Department of Education
Remote File Manager**

Enter your District number as the user
(Ex: 001, 002 ..)

User:

Password:

Submit

Security Alert



The screenshot shows a web browser window with a security alert. The browser's address bar displays "Certificate Error: Navigation Blocked". The alert message reads: "There is a problem with this website's security certificate." Below this, it explains: "The security certificate presented by this website was not issued by a trusted certificate authority. The security certificate presented by this website has expired or is not yet valid." It further states: "Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server." A bold recommendation follows: "We recommend that you close this webpage and do not continue to this website." Three options are provided: "Click here to close this webpage." (with a green checkmark icon), "Continue to this website (not recommended)." (with a red X icon and a blue arrow pointing left), and "More information" (with a blue downward arrow icon).

★ Favorites | ★ srm State Report Manager... | Suggested Sites ▾ | Free Hotmail | SDE HelpDesk | Web Slice Gallery ▾

Certificate Error: Navigation Blocked

 There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.
The security certificate presented by this website has expired or is not yet valid.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

-  [Click here to close this webpage.](#)
-  [Continue to this website \(not recommended\).](#) ←
-  [More information](#)

Accessing Documents



The screenshot shows a web browser window titled "Remote File Manager - Microsoft Internet Explorer provided by State Department of Education". The address bar shows the URL: <https://seciis-2.sde.state.id.us/remotefilemanager/finance/navega.php?id=106&PHPSESSID=2b4c62a8a6a9>. The page content includes a search bar, a table of folders, and a selection area.

<input type="checkbox"/>	Name	Type	Size
FILER DISTRICT			
<input type="checkbox"/>	Board Certified	CONTENT	-
<input type="checkbox"/>	Federal HQT Reports	CONTENT	-
<input type="checkbox"/>	Foundation Payments	CONTENT	-

Selection: 1 - 3

3 Folders - Size: 0 B

A callout box with a blue border contains the text: "Click on the folder or on content and it will show what is in the folders". Two blue arrows point from this box to the "Board Certified" and "Foundation Payments" rows in the table.

Downloading Files



Remote File Manager - Microsoft Internet Explorer provided by State Department of Education

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://secis-2.sde.state.id.us/remotefilemanager/finance/navega.php?PHPSESSID=2b4c62a8a6a92a270bc> Go Links

<input type="checkbox"/>	 2001	CONTENT	-
<input type="checkbox"/>	 2002	CONTENT	-
<input type="checkbox"/>	 2003	CONTENT	-
<input type="checkbox"/>	 2004	CONTENT	-
<input type="checkbox"/>	 2005	CONTENT	-
<input type="checkbox"/>	 2006	CONTENT	-
<input type="checkbox"/>	 2007	CONTENT	-
<input type="checkbox"/>	 2008	CONTENT	-

Selection:  Folder 1 - 14

14 Folders - Size: 0 B

<https://secis-2.sde.state.id.us/remotefilemanager/finance/navega.php?PHPSESSID=2b4c62a8a6a92a270bc> Internet

The Foundation Payment documents are by year and then by February, May and July folders. Click on each folder to get to the content or check the box and download everything in the folder.



Payment Distribution

- ❖ July 31st *Charter School Advance Payment* (25% of funding)
 - *based on estimated enrollment*
- ❖ August 15 (32% of funding)
- ❖ November 15 (13% of funding)
- ❖ February 15 (20% of funding)
 - *based on actual first period ADA*
- ❖ May 15 (10% of funding)
 - *based on actual first period ADA*
- ❖ July 15 (100% *Discretionary Dollar\$ funding*)
 - *based on Best 28 Weeks ADA*



Advanced Payment

I.C. 33-5208 (5) – To assist with initial start up costs and payroll obligations you can receive an advanced payment of 25% of your annual appropriation by July 31st.

How do I request this:

1. Submit a written request to Tim Hill tdhill@sde.idaho.gov on or before **June 1st**.
2. Needs to include the following information:
 1. Enrollment #'s by grade level
 2. Units and Administration & Instructional Indexes



Advanced Payment

First Year of Operation: One time advanced Payment of 25%

Subsequent Year Qualification Criteria:

- ❖ Serving more grades or at least 10% more classes than the previous year
- ❖ Documents may include comparative class schedules and proof of a commensurate increase in the number of employees.

I.C. 33-5208 (5) & HB 221



Payment Distribution for District/Charter

- ❖ August 15 (50% of funding)
- ❖ November 15 (20% of funding)
- ❖ February 15 (20% of funding)
 - *based on actual first period ADA*
- ❖ May 15 (10% of funding)
 - *based on actual first period ADA*
- ❖ July 15 (100% Discretionary Dollar\$ funding)
 - *based on Best 28 Weeks ADA*



First Reporting Period

The First Reporting Period begins the first Monday in July and ends the first Friday in November.

- ❖ Most important time frame for generating income

WHY?

The Average Daily Attendance from the first reporting period drives Salary Based Apportionment.

“Average Daily Attendance means the aggregate number of days enrolled students are **present**, divided by the number of days of school...” I.C. 33-1001

Best 28 Weeks

Best 28 Weeks: takes your average daily attendance beginning from the first day of school to the last day of school, and throws out 10 weeks of your worst weeks to determine your ADA for Best 28 weeks.

Best 28 week ADA and units are used to calculate and fund your discretionary / entitlement dollars.

- Best 28 week units x State Distribution factor of 22,401 (SY2014-2015) = State Entitlement Dollars
 - *Distribution factor is subject to change each year by the Legislature*





Plan Your Calendar!



A “Day of No” attendances is better than a “Bad Day” of attendance.

- Keep track of which days historically are bad days of attendance and plan your school calendar accordingly.

Attendance has a ceiling, and it is called:
Enrollment

- Attendance can only go on one direction:
Down





A Full Day/Session of Attendance

- For Kindergarten
 - Two and one-half (2.5) or more hours of instruction (150 minutes) (excluding lunch periods, breaks, passing time, recess, etc.,) is a full session of attendance.
- For Grades 1-12
 - Four (4) or more hours of instruction (240 minutes) (excluding lunch periods, breaks, passing time, recess, etc.,) is a full day of attendance.
 - A school day may be counted as a “day in session” when the school is open and students are present and under the guidance and direction of teachers in the teaching process.

(IDAPA 08.02.01)



A Half Day/Session of Attendance

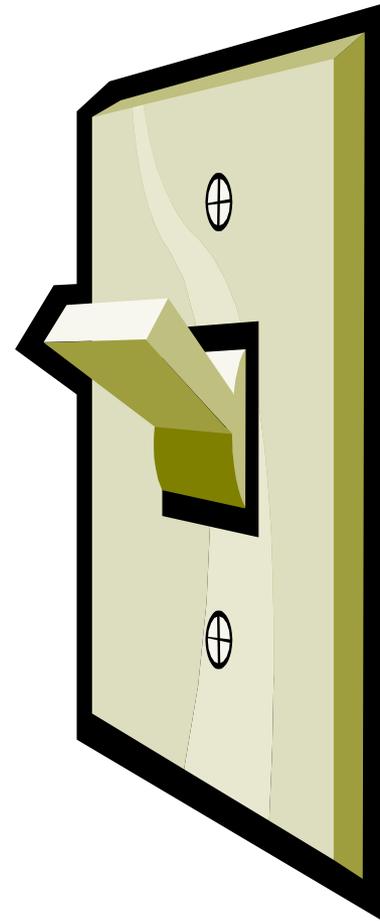
- For Kindergarten
 - There is **no** half session. Any session that is **less than** two and one-half (2.5) hours is recorded as a vacation session.
- For Grades 1-12
 - At least two and one-half (2.5) hours (150 minutes), but less than four (4) hours (240 minutes) of instruction is recorded as a half day (.5).
 - Less than two and one-half (2.5) hours is recorded as a vacation day.

Only Three Settings on this Switch!

For grades 1 – 12

- 4 or more hours is a 1.0
- 2.5 to 4 hours is a .5
- 0 to 2.5 Hours is a 0

» Tardy and part-time



PUBLIC SCHOOL SUPPORT UNIT (33-1002) CALCULATION TABLES

COMPUTATION OF KINDERGARTEN SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Units Allowed
41 or more	40.....	1 or more as computed
31 - 40.99 ADA....	-.....	1
26 - 30.99 ADA....	-.....	.85
21 - 25.99 ADA....	-.....	.75
16 - 20.99 ADA....	-.....	.6
8 - 15.99 ADA....	-.....	.5
1 - 7.99 ADA....	-.....	count as elementary

COMPUTATION OF ELEMENTARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
300 or more ADA		15
	23... grades 4,5 & 6....	
	20... grades 1,2 & 3....	
160 to 299.99 ADA...	20.....	8.4
110 to 159.99 ADA...	19.....	6.8
71.1 to 109.99 ADA...	16.....	4.7
51.7 to 71.0 ADA...	15.....	4.0
33.6 to 51.6 ADA...	13.....	2.8
16.6 to 33.5 ADA...	12.....	1.4
1.0 to 16.5 ADA...	n/a.....	1.0

COMPUTATION OF SECONDARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
750 or more	18.5.....	47
400 - 749.99 ADA.....	16.....	28
300 - 399.99 ADA.....	14.5.....	22
200 - 299.99 ADA.....	13.5.....	17
100 - 199.99 ADA.....	12.....	9
99.99 or fewer	Units allowed as follows:	
Grades 7 - 12	8
Grades 9 - 12	6
Grades 7 - 9	1 per 14 ADA
Grades 7 - 8	1 per 16 ADA

COMPUTATION OF EXCEPTIONAL EDUCATION SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
14 or more	14.5.....	1 or more as computed
12 - 13.99	1
8 - 11.9975
4 - 7.995
1 - 3.9925

COMPUTATION OF ALTERNATIVE SCHOOL SECONDARY SUPPORT UNITS

Eupils in Attendance	Attendance Divisor	Minimum Units Allowed
12 or more	12.....	1 or more as computed

Support unit Calculation Table

Do not try to
budget based
on a dollar
amount per
student!



Unit Calculations

Unit Calculation Template for District and Charters is located at:

https://www.sde.idaho.gov/site/finance_tech/14_15_budget.htm

Will need estimated enrollment and estimated attendance. *First period state-wide average is 95% of fall enrollment and Best 28 Weeks is 93% .*

Use first period units to do salary based apportionment.

Best 28 weeks for discretionary entitlement dollars



Enrollment

Where do you get Enrollment from?

1. Results from your Lottery and or Pre-Registration
 - Used for Advanced Payment
 - Submit numbers to Tim prior to June 1
2. Monthly ISEE Uploads
 - Exceptional Ed, Federal Reporting, Support dollars, as well as school size rankings





Example Estimating Units from Enrollment

0303

Input Estimated Information		95%	93%
	Estimated Fall Enrollment	Estimated ADA First Period	Estimated ADA Best 28 Weeks
Kindergarten Administrative	50	47.50	48.50
Elementary Administrative			
Grades 1-3	100	95.00	97.00
Grades 4-6	100	95.00	97.00
Secondary Administrative	200	190.00	194.00
SEPARATE SCHOOLS ATTENDANCE			
Building 1	Kindergarten		
	Grades 1-3		
	Grades 4-6		
	Secondary		
Building 2	Kindergarten		
	Grades 1-3		
	Grades 4-6		
	Secondary		
Building 3	Kindergarten		
	Grades 1-3		
	Grades 4-6		
	Secondary		
Building 4	Kindergarten		
	Grades 1-3		
	Grades 4-6		
	Secondary		
ALTERNATIVE HIGH SCHOOL Building 1		20.00	19.00
ALTERNATIVE HIGH SCHOOL Building 2			
Summer Alternative High School Building 1			
Summer Alternative High School Building 2			
EXCEPTIONAL CHILD			
FTE Pre-school Students		7.00	
Juvenile Detention Center A.D.A			
Summer Detention Center A.D.A			
Exceptional students eligible for tuition equivalency allowance			
Elementary			
Secondary			

Current Year Support Unit Calculation Through reporting Period 1					
	A.D.A	Special Education	Adjusted A.D.A	Unit Divisor	Support Units
Kindergarten Administrative	47.50		47.50	40	1.19
Elementary Administrative					
Grades 1-3	95.00	- 9.00	86.00	20	4.30
Grades 4-6	95.00	- 6.00	89.00	21.25	4.19
Secondary Administrative	190.00	- 11.00	179.00	13.25	13.51
Exceptional Education					
Exceptional Preschool			7.00		
Exceptional Elementary			15.00		
Exceptional Secondary			11.00		
Juvenile Detention Center A.D.A					
Exceptional Education Total			33.00	15.75	2.10
SEPARATE ATTENDANCE UNITS					
1 Kindergarten			0.00	0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0.00
2 Kindergarten			0.00	0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0.00
3 Kindergarten			0.00	0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0.00
4 Kindergarten			0.00	0	0.00
Grades 1-3			0.00	0	0.00
Grades 4-6			0.00	0	0.00
Secondary			0.00	0	0.00
ALTERNATIVE HIGH SCHOOL UNITS					
Alternative Secondary High School Building 1			20.00	13.25	1.51
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
TOTAL Estimated Units (Round to nearest tenth)					
					26.80

Building Numbers

District/Charter Number: 3 digit number

State/School Number: 4 digit number

Building Number: 3 digit number

SEA Number: Charter # and Building #

NCES Number: 12 digit number

Federal ID # website link:

<http://nces.ed.gov/globallocator/>



Adding New, Changing Existing, and or Closing a School

https://www.sde.idaho.gov/site/finance_tech/forms.htm

School Buildings (New, Closed, or Changes)

[Building Reconfigure Request](#)

[New Building Number Request](#)

These forms must be completed and signed by Superintendent/Charter Administrator & Submitted to School Finance no later than July 31st preceding the new school year it is to be effective in.





Verify and Validate Your DATA

After each upload, run ISEE reports to balance back to your system:

- Net Enrollment Report
- Enrollment Detail Report
- Exit Reason Detail
- Aggregate Attendance Detail
- Building Level Report
- District Wide
- Best 28 Weeks Report
- Exceptional Child Unit Approval
- Current Year Support Unit Calculation
- Greater than 1 ADA Report
- Allocated Enrollment Report



Call 332-6840 (Wendy Lee) For Assistance for the Following:

- Secure File Manager Website Access
- Enrollment and Attendance Questions
- Unit Calculations for Budgeting
- Protection Qualification and Units for Budgeting and for Current school year
- Exceptional Child Unit Calculations
- Average Daily Attendance (ADA)
- Greater than 1 ADA & Allocated Enrollment Issues
- Exceptional Child Unit Approval Calculations
- Current Year Support Unit Calculation
 - First Reporting Period
 - Best 28 Weeks
- New, Changes, Closures of Schools
- ISEE Attendance & Enrollment, ISEE Calendar Setting & Troubleshooting Data Issues & Prior Year Corrections
- Emergency School Closures

