Charter School ADM Projection System – CSADM

Preliminary Phase II Review / Preparations

The CSADM Phase II Final Verification-Initial ADM submissions are required of all:

- current charter schools with 2017-18 school attendance,
- new charter schools approved by the State Board of Education to open July 1, 2018, and
- The University of North Carolina (UNC) laboratory schools scheduled to open July 1, 2018.

CSADM Phase II Final Verification-Initial ADM requires all charter / UNC Laboratory schools to identify with a scenario listed below, which will determine if the school shall be required to provide a breakdown of where their students are coming from.

Questions should be addressed angela.harrison@dpi.nc.gov.
Overview

The ADM entered in Phase II will determine if the charter school is required to submit a student breakdown before submission.

If a charter school or UNC laboratory school identifies with one of the following scenarios; a student breakdown is required before submission.

- **Scenario 1**  
  Page 4  
  • New Charter School - First Time Opening SY 2018-19

- **Scenario 2**  
  Page 5  
  • State Board of Education approved charter to grow ADM greater than 20% or 25%

- **Scenario 3**  
  Page 6  
  • No planned growth in charter and the State Board of Education approved charter to grow ADM greater than 20% or 25%

- **Scenario 4**  
  Page 7  
  • Planned growth within charter is greater than the 20% or 25% ADM maximum growth

- **Scenario 5**  
  Page 8  
  • Increase Phase I ADM Projection Initial Submission
If a charter school or UNC laboratory school identifies with one of the following scenarios; a student breakdown is **NOT** required before submission.

- **Scenario 6**
  - Page 8
  - Decrease Phase I ADM Projection Initial Submission

- **Scenario 7**
  - Page 9
  - Charter School does not identify with any of the previous scenarios 1 – 6
Scenario 1: New Charter School - First Time Opening SY 2018-19**

CSADM obtains the projected enrollment information from the charter school application (see example below)

** the CSADM Phase 0 and Phase I tabs are not applicable for new charters and UNC Lab schools opening 1st time

Go To Section I. Prepare documents for student breakdown
Scenario 2: The State Board of Education approved the charter to grow ADM greater than 20% or 25%.

Example - CSADM screen shot

Phase II. Final Verification: Initial ADM for School Year 2017-2018

<table>
<thead>
<tr>
<th>CS#</th>
<th></th>
</tr>
</thead>
</table>

Section 1: Average Daily Membership (ADM)

2017-2018 ADM per Charter Application: 484 (1)

2016-2017 1st Month ADM: 581
20% of the 1st Month ADM: 116

2017-2018 ADM Maximum Growth: 697 (2)

2017-2018 Phase I. ADM Projection Initial Submission: 733

State Board Approved ADM: 733 (3)

NCDPI Budgeted ADM: 697

2017-2018 Maximum Allowed for Initial ADM: 733

<= This is the highest among (1) Charter Application, (2) Maximum Growth, or (3) State Board Approved ADM, if applicable.

Go To Section I. Prepare documents for student breakdown
Scenario 3: No planned growth in the charter and the State Board of Education approved charter to grow ADM greater than 20% or 25%

Example - CSADM screen shot

Go To Section I. Prepare documents for student breakdown
Scenario 4: Planned growth within the charter(1) is greater than the 20% or 25% ADM maximum growth(2)

Example - CSADM screen shot

Go To Section I. Prepare documents for student breakdown
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Scenario 5: Increase Phase I ADM Projection Initial Submission

Example CSADM screen shot

Go To Section I. Prepare documents for student breakdown
Scenario 6: Decrease Phase I ADM Projection Initial Submission

Example - CSADM screen shot

Phase II. Final Verification: Initial ADM for School Year 2017-2018

CS#

Section 1: Average Daily Membership (ADM)

2017-2018 ADM per Charter Application: 1,140 (1)
2016-2017 1st Month ADM: 463
20% of the 1st Month ADM: 93
2017-2018 ADM Maximum Growth: 556 (2)
2017-2018 Phase I. ADM Projection Initial Submission: 556

NCDPI Budgeted ADM: 925
2017-2018 Maximum Allowed for Initial ADM: 1,140

Decreased Phase I ADM from 556 to 400

Section 2: The Initial ADM

The Initial ADM that the school provides below will be the ADM that is used for the first installment of the annual allotment. The funded ADM may be lower based on the actual 1st month ADM in school year 2017-2018. However, the funded ADM shall not be higher than this Initial ADM, even if the 2017-2018 Maximum Allowed for Initial ADM is higher. Therefore, the State will not provide funds for ADM greater than what you enter for the Initial ADM.

The Initial ADM: 400

The Initial ADM was confirmed by: angela_harrison1 05/31/2017 06:00PM

CSADM will not require a student breakdown – just submit – you have successfully completed Phase II.
Scenario 7: Charter School does not identify with any of the previous scenarios 1 – 6.

CSADM will not require a student breakdown – just submit – you have successfully completed Phase II.
Charter School ADM Projection System – CSADM
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Section I. Prepare documents for student breakdown

Breakdown student counts as follows:

A. Returning students - the total number of students who were enrolled in the charter school for the current school year and will return to the charter school for the next school year

B. Future students – the total number of students not included as returning students (#1 above) but are anticipated to enroll for the upcoming school year. Categorize these students as follows:
   a. Other, out of state school (if applicable) – total number of future students coming from another state
   b. Other, private school - in state (if applicable) – total number of students from a private schools in state
   c. Other, home schools - in state (if applicable) – total number of students from an instate home school
   d. New students - total number of students not included above. Include Kindergarten students, if applicable, in the count of the LEA in which the student resides.
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Section I. Prepare documents for student breakdown - continued

Using The Initial ADM entered in Section 2, prepare the student breakdown (see examples below)

### Phase II. Final Verification: Initial ADM for School Year 2016-2017

<table>
<thead>
<tr>
<th>CS#</th>
<th></th>
</tr>
</thead>
</table>

#### Section 1: Average Daily Membership (ADM)

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016 1st Month ADM</td>
<td>682</td>
</tr>
<tr>
<td>2016-2017 ADM per Charter Application</td>
<td>878 (1)</td>
</tr>
<tr>
<td>2016-2017 ADM Maximum Growth</td>
<td>818 (2)</td>
</tr>
<tr>
<td>2016-2017 Phase I. ADM Projection Initial Submission</td>
<td>825</td>
</tr>
<tr>
<td>NCDPI Budgeted ADM</td>
<td>784</td>
</tr>
<tr>
<td>2016-2017 Maximum Allowed for Initial ADM</td>
<td>878</td>
</tr>
</tbody>
</table>

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This section displays beginning June 1

The Initial ADM that the school provides below will be the ADM that is used for the first installment of the annual allotment. The funded ADM may be lower based on the actual 1st month ADM in school year. However, the funded ADM shall not be higher than this Initial ADM, even if the Maximum Allowed for Initial ADM is higher. Therefore, the State will not provide funds for ADM greater than what you enter for the Initial ADM.

The Initial ADM: **838**

This represents the number of students anticipated to enroll. Identify the LEA or charter schools, etc. from which students will come from. See breakdown categories below.
Section I. Prepare documents for student breakdown - continued

Continue to follow the instructions displayed on the screen.

Once completed, your screen should look similar to the one below - displaying the LEAs your students are coming from.

Section 3: Initial ADM Detail

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Your CS#</th>
<th>Name of Previously Attended LEA/CS</th>
<th>Initial ADM Detail</th>
<th>Update Person</th>
<th>Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>XXX</td>
<td>LEA#010 Alamance-Burlington</td>
<td>125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>XXX</td>
<td>CS #01B River Mill Academy</td>
<td>691</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>XXX</td>
<td>LEA#320 Durham Public</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>XXX</td>
<td>LEA#410 Guilford County</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>XXX</td>
<td>LEA#680 Orange County</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>XXX</td>
<td>LEA#730 Person County</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The total number in the Section 3: Initial ADM Detail must equal the number entered in Section 2: The Initial ADM.

** An error message will display if Section 3 and Section 2: Initial ADM do not match. Please follow instructions to correct the Initial ADM to match. **
Charter School ADM Projection System – CSADM
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References:

1. Average Daily Membership (ADM) for State Estimated (Planning) Allotment (NCDPI Budgeted ADM)
   
   FBS > Allotments > Public Site for Allotment Data http://apps.schools.nc.gov/publicschoolsallotmentdata
   
   Select “Support Documentation” tab

   Example - screen shot
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References – continued

2. **Estimated Average Daily Membership for Charter Schools** - Potential transfer of students from LEAs 2018-19

   FBS > What’s New > Estimated Average Daily Membership for Charter Schools
   http://www.ncpublicschools.org/fbs/accounting/data/

   Scroll down to heading “Average Daily Membership (ADM)”
   Then look for “Estimated Average Daily Member for Charter Schools”

Example

<table>
<thead>
<tr>
<th>LEA</th>
<th>LEA Name</th>
<th>2016-17 1st Month ADM</th>
<th>2017-18 ADM Maximum Growth</th>
<th>Initial Max Funded ADM</th>
<th>Budgeted ADM</th>
<th>Potential Transfer from LEAs</th>
<th>New Charter School opening 7/1/2017</th>
<th>SBE approved growth greater than 20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>00A</td>
<td>North Carolina Connections Academy</td>
<td>1,732</td>
<td>2,078</td>
<td>2,078</td>
<td>818</td>
<td>1,260</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00B</td>
<td>NC Virtual Academy</td>
<td>1,643</td>
<td>1,972</td>
<td>2,160</td>
<td>672</td>
<td>1,488</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01B</td>
<td>River Mill Academy</td>
<td>786</td>
<td>943</td>
<td>835</td>
<td>835</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01C</td>
<td>Clover Garden</td>
<td>657</td>
<td>788</td>
<td>655</td>
<td>655</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01D</td>
<td>The Hawbridge School</td>
<td>315</td>
<td>378</td>
<td>335</td>
<td>335</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06A</td>
<td>Grandfather Academy</td>
<td>19</td>
<td>23</td>
<td>23</td>
<td>23</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06B</td>
<td>Marjorie Williams Academy</td>
<td>111</td>
<td>133</td>
<td>133</td>
<td>133</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07A</td>
<td>Washington Montessori Public Charter</td>
<td>391</td>
<td>469</td>
<td>469</td>
<td>469</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Charter School State Formula - Program Report Code (PRC) 036, State funding to charter schools based on the students attending the school.


4. GENERAL ASSEMBLY OF NORTH CAROLINA, SESSION 2017, SESSION LAW 2017-173, HOUSE BILL 800
   AN ACT to make various changes to the laws affecting charter schools