**Calculating Summer Membership-Collecting Data for the PI 1804**

There are three ways to account for minutes of instruction for students receiving instruction during summer or interim sessions. One, the district may use a log to determine the actual minutes of instruction a student received with a specific teacher. Two, if a course is held for a specific number of days and minutes per day, the district may use a calculation to determine the number of instructional minutes for students enrolled in the course. Three, for certain online courses multiply the number of student credits earned by the 8,100 minutes of instruction required to earn 1 credit.

1. **Maintain a log and record the actual minutes spent with each student and report those minutes for average daily membership (ADM).**

An attendance log is kept by the district for individualized instruction, where classes meet irregularly or for varying time periods. For each day, the teacher's log should indicate the date, name of the pupil, and the number of minutes the teacher provided direct instruction to the student. If two teachers are team teaching the same student at the same time, the student's minutes cannot be duplicated. For logged classes, there is no ADM calculation. Calculation of total minutes is done at the end of the summer school session by totaling all minutes on the attendance log.

1. **Use Days of Membership (enrollment) for each student to calculate Average Daily Membership (ADM) for a course. ADM is used to calculate the total minutes for a course.**

Total minutes for a course = number of days a course is offered x minutes per day x ADM

To calculate the Average Daily Membership the district must determine the number of eligible pupil days of attendance and divide this sum by the number of days the course was held. **Average Daily Membership is** the sum of possible days of attendance /days of instruction for each enrollment period.

If a course meets for meets for 20 days that means that there are 20 possible days in which a student may attend of the 20 Days of membership possible for the class. If 18 students attend at least one day and maintain enrollment for 20 days, the Average Daily Membership (ADM) is 18 (all 18 students). The average days of membership adjusts for students that enroll late or withdraw early as this reduces the number of possible days the student could attend.

In the example above let’s change the number of days 3 of the 18 students were enrolled. One student quit after the first day and two students went on vacation for the full last week of class, not to return for the conclusion of the class. The change in enrollment lowers Average Daily Membership (ADM) 16.56 students. See the following calculation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enrollment** | **# of PUPILS** | **X** |  **DAYS OF MEMBERSHIP =**  | **Possible PUPIL DAYS** |
| Maintained from first to last day | 15 | X | 20 | 300 |  |
| Dropped After third week (15 days) | 2 | X | 15 | 30 |  |
| Withdrew after first day | 1 | X | 1 | 1 |  |
|  |  | TOTAL POSSIBLE PUPIL DAYS OF ATTENDENCE  | 331 |  |
|  |  | TOTAL POSSIBLE DAYS OFMEMBERSHIP  | 20 |  |
|  |  | AVERAGE DAILY MEMBERSHIP (ADM) = 16.55 |

To be counted as a day of membership (days of instruction available to the pupil or possible days of attendance) a student must attend at least one day and maintain enrollment. A day of membership is the first day of attendance plus any days where the pupil maintained enrollment. To maintain enrollment the student is either present or absent with excuse.

For all classes, an accurate record must be kept of attendance, late enrollments, and withdrawals. The district should address unexcused pupil absences and have a policy regarding notification that a student is dropped or will not attending for the remainder of the course.

1. **Upon successful completion of certain Online Courses for students entering grade 7-12 multiply the number of credits earned by 8,100. The total number of minutes divided by 48,600 is the resulting F.T.E. Calculating Days of Membership is not necessary nor required**.

Total minutes for a course = number of credits earned x 8,100

MEMBERSHIP FAQs

1. **What is the difference between a day of attendance and a day of membership?**

For all classes, an accurate record must be kept of attendance, late enrollments, and notification that a student will not attend for the remainder of the course (withdrawals). A day of attendance is an actual day the pupil was in attendance. A day of membership is a day that the student was in attendance, excused from attendance, or otherwise maintained enrollment.

1. **A student signed up for a class and never attended. We were unable to reach the parents to determine if the child was still enrolled in the course. Can we still include the student in our membership counts?**

No. The inability to receive confirmation that a pupil has dropped the class (terminated enrollment) does not relieve the district of the requirement to apply the use of attendance policy and expectations similar to the regular school year.

1. **A student enrolled and attended class through the 10th day of a 15 day class. We were unable to reach the parents to determine if the child was still enrolled in the course. Can we still include the student as enrolled for the full 15 days in our membership counts**?

No. The inability to receive confirmation that a pupil has dropped the class (terminated enrollment) does not relieve the district of the requirement to apply the use of attendance policy and expectations similar to the regular school year. The student should be included as enrolled for 10 of the 15 days.

1. **A student enrolled in a 15 day class. They attended the class the first through the 5th day of class. The student was then absent until the last day of class. The parents reported the planned absence and per the district’s attendance policy, the absence is excused and the child may stay enrolled in the course. Can we still include the student as enrolled for the full 15 days in our membership counts?**

Yes. The student attended and maintained enrollment for the term of the class.