

## **Charter School ADM Projection System – CSADM Preliminary Phase II Review and Preparation Guidelines**

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

- current charter schools with 2020-21 school attendance,
- new charter schools approved by the State Board of Education to open July 1, 2021, and
- The University of North Carolina (UNC) laboratory schools scheduled to open July 1, 2021.

CSADM Phase II Final Verification-Initial ADM requires all charter, UNC Laboratory and regional 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](mailto:angela.harrison@dpi.nc.gov) .

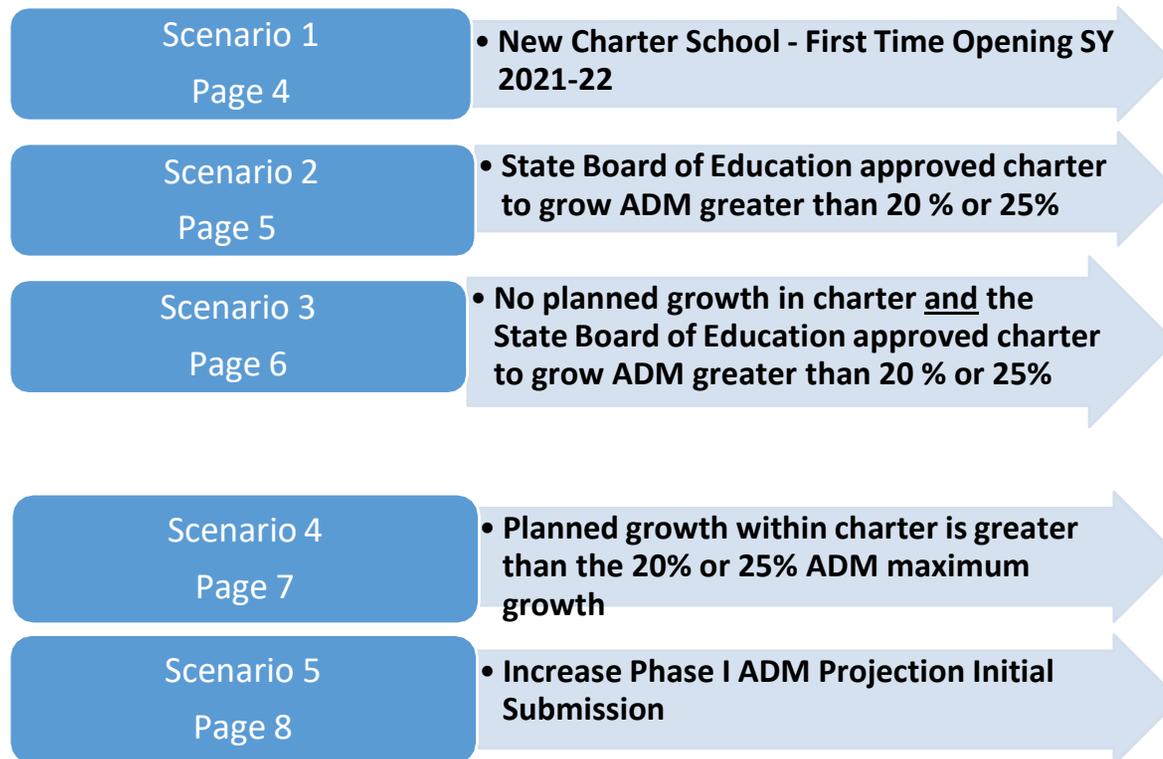
# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

### 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, UNC laboratory or regional school identifies with one of the following scenarios: a student breakdown is required before submission.



## Charter School ADM Projection System – CSADM

### Preliminary Phase II Review and Preparation Guidelines

If a charter, UNC lab or regional school identifies with one of the following scenarios: a student breakdown is NOT required before submission.

#### Scenario 6

Page 9

- Decrease Phase I ADM Projection Initial Submission

#### Scenario 7

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- Charter School does not identify with any of the previous scenarios 1 – 6

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

### Scenario 1: New Charter School - First Time Opening SY 2021-22\*\*

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

#### Example - Screen shot view of CSADM

#### Sample projected enrollment matrix in charter school application

**PROJECTED ENROLLMENT**  
**2016-17 through 2020-2021**  
 IDENTIFY LEA FROM WHICH STUDENTS WILL PROBABLY COME

LEA #1 Gaston County Schools  
 LEA #2 Charlotte-Mecklenburg Schools  
 LEA #3

In the following level, the number expects to increase and be sure page.

	2016-2017			2017-2018			2018-2019	
	LEA 360	LEA 600	LEA 000	LEA 360	LEA 600	LEA 000	LEA 360	LEA 600
Kindergarten	96	24	0	96	24	0	96	24
Grade 01	74	18	0	92	23	0	92	23
Grade 02	74	18	0	74	18	0	92	23
Grade 03	55	14	0	74	18	0	74	18
Grade 04	55	14	0	74	18	0	74	18
Grade 05	55	14	0	74	18	0	74	18
Grade 06	120	30	0	120	30	0	120	30
Grade 07	0	0	0	120	30	0	120	30
Grade 08	0	0	0	0	0	0	120	30
	529	132		724	179		862	214

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

**Go To Section I. Prepare documents for student breakdown**

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

**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**

CS#

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

2017-2018 ADM per Charter Application:	<b>484</b> (1)
2016-2017 1st Month ADM:	581
20% of the 1st Month ADM:	<u>116</u>
2017-2018 ADM Maximum Growth:	<b>697</b> (2)
2017-2018 Phase I. ADM Projection Initial Submission:	<b>733</b>
State Board Approved ADM:	<b>733</b> (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**

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

**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

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

CS#

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

2017-2018 ADM per Charter Application:	<b>NA</b> (1)	← N/A denotes charter has no planned growth. These are usually charters in operating beyond 10+ years
2016-2017 1st Month ADM:	393	
20% of the 1st Month ADM:	<u>79</u>	
2017-2018 ADM Maximum Growth:	<b>472</b> (2)	
2017-2018 Phase I. ADM Projection Initial Submission:	<b>500</b>	
State Board Approved ADM:	<b>500</b> (3)	
NCDPI Budgeted ADM:	472	
2017-2018 Maximum Allowed for Initial ADM:	500	<== 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**

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

**Scenario 4:** Planned growth within the charter(1) is greater than the 20% or 25% ADM maximum growth(2)

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:	<b>736</b> (1)
2016-2017 1st Month ADM:	409
20% of the 1st Month ADM:	82
2017-2018 ADM Maximum Growth:	<b>491</b> (2)
2017-2018 Phase I. ADM Projection Initial Submission:	<b>560</b>
NCDPI Budgeted ADM:	491
2017-2018 Maximum Allowed for Initial ADM:	736

<== 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**

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

### Scenario 5: Increase 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:	<b>1,144</b> (1)
2016-2017 1st Month ADM:	812
20% of the 1st Month ADM:	162
2017-2018 ADM Maximum Growth:	<b>974</b> (2)
2017-2018 Phase I. ADM Projection Initial Submission:	<b>950</b>
NCDPI Budgeted ADM:	884
2017-2018 Maximum Allowed for Initial ADM:	1,144

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

**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.

Enter the Initial ADM:

In the box below, **provide explanation** to have 960 Initial ADM which is more than the Projected ADM 950 confirmed on May.

Please click 'Confirm' button that the Initial ADM entered above will be the maximum funded ADM for School Year 2017-2018.

Increased Phase I ADM from 950 to 960 but cannot exceed ADM per charter application (1)

**Go To Section I. Prepare documents for student breakdown**

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

### 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#

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

2017-2018 ADM per Charter Application:	<b>1,140</b> (1)
2016-2017 1st Month ADM:	463
20% of the 1st Month ADM:	<u>93</u>
2017-2018 ADM Maximum Growth:	<b>556</b> (2)
2017-2018 Phase I. ADM Projection Initial Submission:	<b>556</b>
NCDPI Budgeted ADM:	925
2017-2018 Maximum Allowed for Initial ADM:	1,140

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

Decreased Phase I ADM from 556 to 400

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**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.**

**Charter School ADM Projection System – CSADM  
Preliminary Phase II Review and Preparation Guidelines**

**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

## Preliminary Phase II Review and Preparation Guidelines

### 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.

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

### 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

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

2016-2017 ADM per Charter Application: **878** (1)

2015-2016 1st Month ADM: 682

20% of the 1st Month ADM: 136

2016-2017 ADM Maximum Growth: **818** (2)

2016-2017 Phase I. ADM Projection Initial Submission: **825**

NCDPI Budgeted ADM: 784

2016-2017 Maximum Allowed for Initial ADM: 878 <== This is the highest among (1) Charter Application, (2) Maximum Growth, or (3) State Board Approved ADM, if applicable.

#### Section 2: The Initial ADM 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**

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.

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

### 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

<u>Fiscal Year</u>	<u>Your CS#</u>	<u>Name of Previously Attended LEA/CS</u>	<u>Initial ADM Detail</u>	<u>Update Person</u>	<u>Update Date</u>
2016-2017	XXX	LEA#010 Alamance-Burlington	125		
2016-2017	XXX	CS #01B River Mill Academy	691		
2016-2017	XXX	LEA#320 Durham Public	3		
2016-2017	XXX	LEA#410 Guilford County	7		
2016-2017	XXX	LEA#680 Orange County	10		
2016-2017	XXX	LEA#730 Person County	2		
			<b>838</b>		

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

## Preliminary Phase II Review and Preparation Guidelines

### 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

**Average Daily Membership (ADM) for State Estimated (Planning) Allotment: 30**

Select Fiscal Year: **2017-18** | Select LEA Type: **Charter School (CS)**  
 Select LEA/CS Name: **CS: NC Connections 00A**

Fiscal Year	Type	LEA	LEA Name	Grade	Actual ADM	Projected ADM	Allotted ADM
2017-18	CS	00A	NC Connections	KINDERGARTEN	54	23	23
2017-18	CS	00A	NC Connections	GRADE 1	72	32	32
2017-18	CS	00A	NC Connections	GRADE 2	96	46	46
2017-18	CS	00A	NC Connections	GRADE 3	96	44	44
2017-18	CS	00A	NC Connections	GRADE 4	104	51	51
2017-18	CS	00A	NC Connections	GRADE 5	138	65	65
2017-18	CS	00A	NC Connections	GRADE 6	191	86	86
2017-18	CS	00A	NC Connections	GRADE 7	217	107	107
2017-18	CS	00A	NC Connections	GRADE 8	285	137	137
2017-18	CS	00A	NC Connections	GRADE 9	265	138	138
2017-18	CS	00A	NC Connections	GRADE 10	214	89	89
2017-18	CS	00A	NC Connections	GRADE 11	0	0	0
2017-18	CS	00A	NC Connections	GRADE 12	0	0	0
					<b>1,732</b>	<b>818</b>	<b>818</b>

CSADM - NCDPI Budgeted ADM

# Charter School ADM Projection System – CSADM

## Preliminary Phase II Review and Preparation Guidelines

### References – continued

#### 2. Financial and Business Services, Independent Public Schools Operations

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations#procedures-and-guidance>