State School Fund Resource

Reviewing ADMr in ADM Data Collection Reports

Purpose

The State School Fund (SSF) uses ADM data from 2nd Period ADM and Annual Cumulative ADM data collections. Data from these sources are used in SSF Estimates on the following timeline:

- 2nd Period ADM is used midway through the school year, starting with SSF Estimates released during February or March of the concurrent school year.
  - The December to June (D2J) ratio is applied to 2nd Period ADM in the SSF System.
- Annual Cumulative ADM is used for reconciliation the following school year. SSF Estimates using Annual Cumulative ADM will be released by April of the year following the end of the school year.

School districts often want to get an idea of how their SSF Estimates will be impacted before these updated SSF Estimates are released. This document describes how to use reports from the ADM data collections to determine changes to district ADMr used in the SSF.

Important Reminders

- Changes to the ADM data collection between when you pull the report and when the data is pulled into the SSF System could mean a different ADMr for your school district.
- When using 2nd Period ADM in the SSF System, the December to June (D2J) ratio is applied due to the tendency of ADM being higher at 2nd Period than at Annual reporting.
  - D2J uses historical trends to lower the 2nd Period ADM by the average of the two prior years. This helps prevent significant overpayments to school districts during the latter portion of the school year, before annual ADM data is available.
- ADMr could be slightly lower due to capping when a student would generate more than 1.0 ADMr in a school year. This should only have a minor impact on the overall ADMr for a school district.
- ADMr is only one component of the SSF calculation. Keep in mind that statewide changes will also have an impact on the overall funding distribution.

Process

Pulling Reports from Central Login

You will need access to the ADM data collections in order to access these reports. If you do not have access, request access through your school district's [District Security Administrator](#).

- Login to Central Login and navigate to Consolidated Collections,
- Navigate to the Reports tab,

- Under the Collection column, select "Cumulative Average Daily Membership (CumADM)"
- Under the Report Year column, select the appropriate report year and period:
  - For 2nd Period ADM, select the report titled "CumADMPeriod2XX-XX" where XX-XX identifies the school year,
  - For Annual ADM, select the report titled "CumADMAnnualXX-XX" where XX-XX identifies the school year,
- Under the Report column, you will need two reports:
  - Production Download Report – Internal: This report includes all students reported by your school district institutions.
  - Production Download Report – External: This report includes all students reported by other institutions who are resident to your district for funding purposes (e.g., students attending another district or program on a tuition agreement).
  - You will need to review both of these reports to find your district's total ADMr.
- After selecting the report, you will be taken to another screen that identifies that you will receive an email message prompting you to download the report.
- Once you have downloaded the reports, continue to the next section for instructions on filtering the reports.

Steps for Filtering the Production Download Reports in Excel

- Apply a data filter in the first row across all columns,

- Filter the column titled "ResdDistInstID" to include only your school district's institution ID,

  - If you don't know your district's institution ID, you can look it up using the [Institution Lookup Tool](#).

- Filter the column titled "ADMProgTypCd" to exclude 2, 3, 13, and 14 (if they are in the data set),

- Filter the column titled "ADMTuitionTypCd" to exclude F, H, and P (if they are in the data set),

- Use the column titled "CalcADMAmt" to determine the district's ADMr,

  - **Do not apply a sum to this column,** as it will include the data that has been filtered out.

  - To find the total ADMr:

    - You can highlight the entire column and note the total that Excel displays in the lower right portion of the information bar; or,

- You can **copy** the visible data and **paste as value** in another sheet to retrieve the sum.
    - Add the filtered CalcADMAmt from both the Internal and External Production Download Reports to find your district's total ADMr.

If you have questions about the ADMr used in the State School Fund, please contact:

- Jerod Nunn, Jerod.Nunn@ode.oregon.gov, or
- Vanessa Clark, Vanessa.Clark@ode.oregon.gov.