State School Fund May Reconciliation
Data Review Checklist

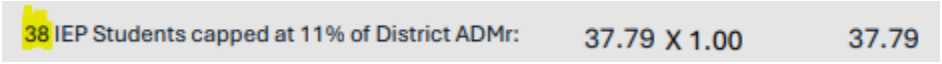
Use the checklist below to review your district data to see how data updates are likely to affect your State School Fund apportionment at the May reconciliation.

Two reminders as you review your data:

- Annual ADM is under validation until the January following the end of the school year and could still change. Work with your data submitter to understand how likely it is that this data will change before it is finalized.
- Keep in mind that statewide data updates will also have an impact on the SSF. Changes to your district data can be reviewed now and will give you a good idea of whether your district is likely to owe money, remain stable, or receive additional funds.

Review ADMw Data

- Review district Annual ADM data using the Reviewing ADMr guide to get updated numbers for:
  - Annual ADMr
  - English Learner
  - Pregnant & Parenting
- Update calculations related to ADMr:
  - IEP Capped at 11%
    - Use the most recent ADMw Breakout report from the corresponding year. These reports are available under the SSF School District Estimates tab on the State School Fund webpage.
    - Multiply your anticipated update to ADMr by 11% to determine the maximum number of IEP weights capped at 11% for your district. Use the greater of 11% of ADMr or the number of students on an IEP from your ADMw Breakout report (highlighted below) to update your IEP Capped at 11% weights



  - Poverty Calculation
    - Use the most recent Poverty Calculation report from the corresponding year. These reports are available under the Supplemental Reports tab on the State School Fund webpage.

        - Use the updated ADMr to determine the percentage of students enrolled in public schools in your district by dividing your updated ADMr by the SAIPE 5-17 Population (column B) from the most recent Poverty report for the year you are reviewing.
        - Use the percentage from the prior step (maximum 100%) and multiply by the SAIPE Poverty number (column D) to calculate the Adjusted Poverty for Public K-12.
        - Multiply the result by 0.25 to determine your district SSF Poverty Weights.
    - Remote Elementary & Small High School Correction Weight Calculation
        - Use the updated ADMr of schools that receive the Remote Elementary or Small High School Correction weights to recalculate these weights for your district using the Small School Calculator available on the State School Fund webpage.

Review Other Factors

- Teacher Experience Adjustment
    - Use position codes 5, 8, 22, and 23 from Staff Position data from the year you are reviewing to see how your Teacher Experience Adjustment changes. Keep in mind that you will not be able recalculate the statewide average, but it tends to change less than indvidual district changes.
    - For each staff member (row of data) take the sum of Years in Oregon and Years out of Oregon and then multiply by FTE.
    - Sum the result and divide it by the sum of FTE. This is the district's Average Years of Experience.
    - Take the difference between the district Average Years of Experience and the Statewide Average Years of Experience to determine your district Teacher Experience Adjustment.
- Local Revenues
    - Review your Actual Revenues data for the Local Revenues counted in the State School Fund.
- Transportation Grant
    - Review Fund 100 Function 2550 in your Actual Expenditures data for the following expenditures:
        - Salaries review - Object 100
        - Payroll - Object 200

        - Purchased Services - Object 300
        - Supplies - Object 400
        - Other - Object 622, include all Funds
        - Fees Collected - Revenue Source codes 1411, 1412, 1413, and 1420
- Review your Bus and Garage Depreciation report for the following expenditures:
    - Bus and Garage annual depreciation expense.
    - Non-Reimbursable Miles multiplied by the appropriate Non-Reimbursable Mileage Rate to determine the reduction to your Net Eligible Transportation Expenditures.