GUIDANCE FOR SUBMISSION OF 2019-2020 ANNUAL CUMULATIVE ADM

This guidance replaces the guidance for Annual Cumulative ADM that was posted by ODE on April 11. ODE received comments that the original guidance for submission of Annual Cumulative ADM created a burden on some districts. This new guidance allows districts to submit Annual Cumulative ADM using the usual business rules, except for the previously announced change to Essential Skills code requirements.

During the school closure, the primary purpose of Annual Cumulative ADM has become the accurate reporting of student enrollment dates, end dates and student outcomes, not the reporting of data for State School Fund purposes. Accuracy of this data is essential for ODE to report on graduation, completion and dropout rates, as well as other reporting.

Because of this we are relaxing requirements for the reporting of session days, instructional hours, and days present and days absent. In particular, to assist in the accurate submission of student outcomes, districts may report session days that were recorded in their local Student Information System following the March 13th closure of schools. They should also report all student enrollment during the entire school year, which includes the period from the March 13th statewide closure to the end of the school year. Details are described in the FAQ below.

Q: WHAT CAN WE SUBMIT FOR SESSION DAYS IN ANNUAL ADM?

A: For the purposes of reporting Annual Cumulative ADM, Session Days will include standard session days up until March 13, and may include all session days recorded in your Student Information System after March 13th. Annual Cumulative ADM will not be used for funding purposes, therefore the complete accuracy of Session Days is not essential.

Q: HOW DO WE REPORT DAYS PRESENT AND DAYS ABSENT?

A: Accurate reporting of attendance from the first school day through March 13 is required, but there is no expectation that schools track attendance through previously used mechanisms during period of Distance Learning for All. If the school is reporting session days after March 13, you may mark all students as ‘present’ on these days. Accountability related to attendance has been waived for the 2019-20 school year.

Q: MY SIS ALLOWS ME TO NOT LIST SESSION DAYS AFTER MARCH 13 WHILE STILL PROVIDING SERVICES TO OUR STUDENTS. ARE SESSION DAYS REQUIRED FOR ENROLLMENT AFTER MARCH 13?
A: No, providing session days for enrollment after March 13 is voluntary and you should report these days however is best for your Student Information System while allowing for students to be served in Distance Learning for All. Some Student Information Systems require session days to provide services, while others may not, and because Annual Cumulative ADM will not be used for funding purposes, consistent session days are not required. If you report session days after March 13, ensure the ADM present days account for these additional session days.

Even if you do not report session days after March 13th, it is still important for you to report enrollment after that date and outcome events for students. We will not be waiving business rules for the collection, so enrollment records with a start date after March 13th will still need to be submitted with at least one half day present/absent or at least 0.5 instructional hours.

Annual ADM requires that districts submit at least 65 session days for enrolled grades of ‘KG’, ‘PK’, and ‘AE’, and at least 105 session days for grades ‘01’ through ‘12’. Please contact ODE if you have questions about this.

Q: SHOULD I REPORT STUDENTS WHO FIRST ENROLLED AFTER MARCH 13?

A: Yes, all students enrolled in your district during the school year should be reported in Annual Cumulative ADM. The ADM Enrolled Date should accurately reflect when the student enrolled in your district. As a reminder, districts have 10 days to request records from the student’s previous institution to ensure the previous institution is aware of the transfer, per ORS 326.575.

Even though it is not required to report session days after March 13th, you will still need to include at least one half-day present or at least 0.5 instructional hours for records reflecting enrollment with a start date after March 13th.

Q: WE HAVE BEEN UNABLE TO CONTACT A STUDENT DURING DISTANCE LEARNING FOR ALL. HOW DO I REPORT ENROLLMENT FOR THAT STUDENT?

As described in the Safeguarding Student Opportunity sections of the Distance Learning for All Guidance, there may be students and families whom districts attempt to engage and cannot locate. Districts are expected to continue to attempt to contact the student and family, as described in the guidance. This means these students should remain enrolled in your district for the duration of Distance Learning. The “10-day” rule requiring placement of a student on the inactive roll only applies when schools are in regular session days and does not apply during the school closure period and Distance Learning for All. Withdraw students only on the receipt of appropriate documentation (e.g. records requests from the new institution, a notification of ESD home school registration, etc.).
Should you receive a records request or other documentation that the student has transferred prior to the end of the school year, you should then end the student’s enrollment in your district and enter the appropriate end date code. When reporting, if the student has transferred to another district, you may receive an error when reporting enrollment that overlaps with the new district. The error will provide the other district reporter’s contact information for you to use to ensure appropriate documentation is received to document the transfer in your records.

**Q: WHAT DO WE REPORT AS THE ENROLLMENT END DATE (ADMENDDT) FOR STUDENTS?**

A: The ADM End Date should accurately reflect the student’s last day of enrollment in the institution, be that the end of the school year or their last day due to a withdrawal. As a reminder, the ADM End Date should be the weekday following the student’s last enrolled day. For example, if a student’s last day of enrollment is May 27, 2020, their ADM End Date would be reported as May 28, 2020.

**Q: WHAT ADM END DATE SHOULD BE USED TO REPORT GRADUATION?**

A: The guidance around ADM End Dates for graduation records is not changing. The ADM End Date should accurately reflect when the student is no longer enrolled (in this case, due to meeting their requirements to graduate). Per the [Cumulative ADM Manual](#), page 77:

> Students who met the state and local district diploma requirements and were awarded a regular or modified high school diploma during the current school year (September 1 or later) will be reported when they are no longer enrolled in school. Students should be withdrawn on or before the date the diploma was awarded. The date the student was actually given the diploma during the graduation ceremony may not be the same as the day the student was last enrolled in school. For reporting purposes, use the date the student was last enrolled in school rather than the date the student was handed the diploma. If the student received a regular or modified high school diploma as program type 14, report the student with an ADM Start date of the weekday when the diploma was actually awarded and with the ADM End Date of the weekday following the weekday that the diploma was awarded.

**Q: HOW DO WE REPORT ADM END DATE CODES?**

A: ADM End Date codes should reflect the status of the student at the time the district ceases to provide Distance Learning for All during the 2019-2020 school year (the end of the school year). For example, a student that was served for the duration of the Distance Learning for All timeframe and is expected to return to the same school in the following school year should be
coded as ‘1A’. As another example, students who earn a diploma or other credential on or before June 30, 2020 should have this outcome reported in their ADM End Date Code. This will allow ODE to correctly calculate graduation rates.

Remember that diplomas awarded between July 1, 2020 and August 31, 2020 will be included in 2019-20 cohort graduation rate calculations. They should be reported in First Period Cumulative ADM 2020-21 with a Program Type 14 record. If a student receives the credential after the end of the district’s period of Distance Learning for All (say June 10) but before June 30 and was not enrolled during or immediately prior to the award of the credential, use a Program Type 14 record.

We realize that districts may have incomplete information for some students at the time Annual ADM is submitted. Districts should anticipate using the Exit Adjustment window in Fall 2020 to update Annual ADM records, as more information becomes available for their students.

Q: HOW DO WE REPORT INSTRUCTIONAL HOURS FOR STUDENTS NOT IN A STANDARD PROGRAM?

A: For students in a non-standard program (ADM Program types ‘04’ to ‘10’) report the hours of instruction received from the start of the school year through the end of the school year, with information being accurate prior to March 13 and reported however your SIS is reporting hours during Distance Learning for All.

Q: WE HAVE STUDENTS WHO ARE PARTICIPATING IN COLLEGE COURSEWORK DURING SPRING TERM AND ARE ELIGIBLE TO DO SO THROUGH THE EXPANDED OPTIONS, POST GRADUATE SCHOLARS, OR COLLEGE COURSEWORK (OTHER) PROGRAMS TO RECEIVE CUMULATIVE ADM FOR THESE STUDENTS. HOW WILL THE ANNUAL ADM FOR THESE STUDENTS BE REPORTED?

A: Report these students through the end of the school year in their respective ADM Program Type Code, with the correct number of instructional hours reflecting the student’s attempted credits.

Note: This applies only to ADM program type codes ‘11’, ‘12’, and ‘16’.

Q: HOW DO WE REPORT A STUDENT WAS ENROLLED ON MARCH 13TH, BUT WHO LEFT THE SCHOOL DISTRICT DURING THE PERIOD OF SCHOOL CLOSURE?

A: Report the student’s enrollment with normal business rules, with their ADM End Date reflecting the student’s last day of enrollment and an ADM End Date Code (for grades 7 and above) that accurately reflects the reason for withdrawal.
Q: IF I DON’T KNOW THE ADM END DATE CODE FOR A STUDENT, WHAT CODE SHOULD I USE?

A: Use the code that best describes the student’s current enrollment status based on documentation. Exit Adjustment will open as scheduled in the Fall to allow for correction of ADM End Date Codes as more information is made available to districts.

Q: HOW DO WE REPORT THE ADMFTE? OUR STUDENT INFORMATION SYSTEM USES A COMPLICATED CALCULATION BASED ON REQUIRED INSTRUCTIONAL HOURS. WILL REQUIRED INSTRUCTIONAL HOURS BE WAIVED?

A: Districts should report ADMFTE based on the FTE of the student’s enrollment through March 13th. Students who were scheduled (while schools were open) in more than one-half of the full-day program are given an FTE of 1.0. Students who were scheduled for one-half or less of the full-day program are given an FTE of 0.5. We realize that some Student Information Systems may not be able to report ADMFTE accurately for all students this year.

We anticipate that required instructional hours will be waived by the State Board.