BIE ISEP 10 Year ADM Report

Last Modified on 10/22/2022 10:13 am CDT

PATH: *BIE Reports > BIE ISEP 10 Year ADM Report*

The BIE ISEP 10 Year ADM Report identifies ISEP student counts for each school location, by grade level, for the ten previous years. The ISEP student count data collected is reported on an annual basis.

> **Data included in the report is based on Certified ISEP Data from Instructional calendars.**

> This report is only available for NASIS State Edition users.

This article includes the following topics:

Report Logic | Attendance Calculations | Tool Rights | Generate the Extract | Understanding the BIE ISEP 10 Year ADM Report

Report Logic

The report uses the following logic:

School

- Calendars must have BIE Type I:Instructional to report
- Only grade levels found in the school/calendar are included
- The report includes only the schools selected in the Report Options

Student

- Enrollment record has an Enrollment Type = 1: ISEP

Attendance Calculations

Only calendars meeting the following criteria will report data:

- Flagged as Instructional (System Administration > Calendar > Calendar > Calendar > Type = Instruction).
- Does NOT have the Exclude checkbox marked (System Administration > Calendar > Calendar > Calendar > Exclude).

Membership Days Calculation

The total number of days marked as Instruction during the student's enrollment period (System Administration > Calendar > Calendar > Days > Day Detail > Instruction).

- If a student's enrollment starts or stops during the first 10 day instructional days of the calendar, adjustment may be necessary. To determine the adjustment, you must look at the student's attendance.
- If the student was present for 5 or more of the first 10 instructional days, the student gets credit for the full 10 days. These adjustment days must be added on to the student's total membership count.
- If a student has more than 5 instructional days in membership over the first 10 days but less than 10, and there is another enrollment during those first 10 days, the sum of membership days between the two enrollments should not equal more than 10.
- If the student qualifies for the adjustment, the membership days of the most recent enrollment should be calculated as (10 - membership days of other enrollment) so that the total membership days during those first 10 days is equal to 10.

Instructional Days Calculation

The total number of days marked Instruction for the calendar being reported (System Administration > Calendar > Calendar > Calendar > Type = Instruction).

This number is not tied to the student's enrollment. This number should be the same for all students on the report. This number is displayed in the header and used for student ADM calculations.
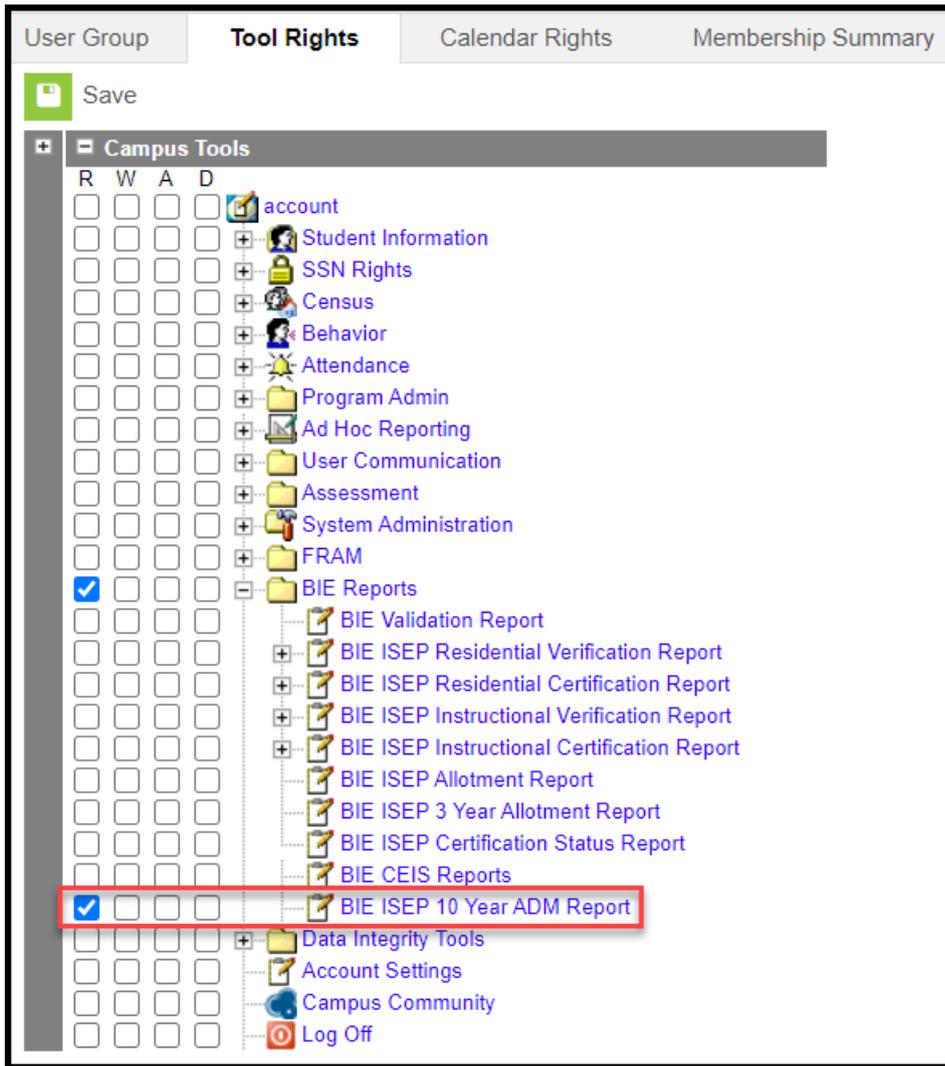
ADM Calculation

Student membership days divided by total instructional days in the calendar multiplied by the student's percent enrolled. This number is rounded to two decimal places (#.##).

Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights, Calendar Rights*

In order to generate this report, users must have at least **R**(ead) tool rights the BIE ISEP 10 Year ADM Report as well as calendar rights to any calendar(s) selected.

Generate the Extract

1. Select a **Reporting Year.**
   - The value selected determines the years included in the 10 year report.
     - Example: If 2019 is selected it will include data for 2019 and 9 previous year.
2. Select the report **Format** (PDF or CSV).
3. **Select Schools** to be included in the report. Use CTRL-click and SHIFT-click for multiple selections.
4. Select **Generate Report or Submit to Batch.** The report will appear in a separate window in the designated format.

Understanding the BIE ISEP 10 Year ADM Report

The following images and tables help describe the BIE ISEP 10 Year ADM Report.

The Header on the first page of the report will include the years the report was generated for and a

total school count.

Grade	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
KG	19.3	18.2	14.8	18.2	13.1	21.7	21.0	19.4	24.1	
01	18.6	14.4	13.7	10.7	16.2	12.6	20.0	16.5	21.9	
02	11.2	16.8	13.0	8.8	13.5	16.1	16.1	16.9	17.2	
03	15.7	9.1	12.5	11.8	7.7	11.0	14.3	18.2	18.7	
04	19.1	18.9	10.1	10.2	9.0	7.8	9.1	12.5	18.0	
05	10.1	17.7	13.1	6.6	10.8	8.8	9.8	12.1	12.7	
06	8.1	11.4	14.6	9.7	8.3	6.6	4.4	7.6	11.6	
07	6.2	7.9	12.8	11.4	9.6	11.5	7.4	5.9	9.8	
08	8.7	5.7	8.0	8.5	15.4	8.8	7.9	9.1	8.5	
09	12.4	11.0	8.3	8.9	5.1	13.8	5.0	6.6	11.7	
10	7.2	7.6	12.6	8.9	6.3	7.1	10.1	7.1	4.5	
11	6.8	6.0	7.6	9.7	7.7	4.4	3.6	10.3	6.7	
12	8.4	8.8	5.8	5.1	6.0	5.7	4.0	1.1	10.0	

Field	Description
School Name	Reports the school Name. *System Administration > Resources > School > Name*
School Number	Reports the BIE Group Number. *System Administration > Resources > School > BIE Group Number*
State	Reports the Physical State. *System Administration > Resources > School > Physical State*
Grade	Reports the Grade Levels available for the school/calendar. *System Administration > Calendar > Calendar > Grade Levels*
Year	Reports the Reporting Year selected and 9 previous years for a total of 10 reporting years.

Field	Description
ADM	General ADM is calculated by multiplying a student's total number of Membership Days by his/her FTE/Percent Enrolled (percent expressed in decimal form). The result is then divided by the total number of Instructional Days. The final value is the ADM. For Instructional calendars: $$\frac{BIEISEPCertInstructional.memDays \times BIEISEPCertInstructional.percentEnrolledBIE}{BIEISEPCertInstructional.instdays}$$ The individual student ADM values are added together to determine the school ADM, by grade level for this report.

Previous Versions