



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

September 27, 2021

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: 20-Day Average Daily Membership (ADM) Reporting

As we approach the closing of the 20-Day ADM data window and the data collection deadline of the third Friday in October, I wanted to reiterate the importance of the timely and accurate collection of the data contained in this file. The data elements in the 20-Day ADM report must be established before statewide funding and budgeting processes can begin.

Also, I want to call your attention to three additional data components that will be pulled from local education agency (LEA) records as part of the 20-Day ADM data collection this year. These data elements will be critical to the calculation of certain state and local revenue allocations (including the Foundation Program). The additional data elements are described below:

Field: **County**

Location: Student Demographics Screen

Home Address			
Street, Apt/Suite	2415 County Road 62		
City, State, Zip	Lafayette	Alabama (AL)	36862-3915
County Name, County Number	Chambers		
Geocode	Lat: 32.950529, Lng: -85.4569832		
	Validate		
Mailing Address - Copy From Home Address			
Street, Apt/Suite	2415 County Road 62		
City, State, Zip	Lafayette	Alabama (AL)	36862-3915
County Name, County Number	Chambers		
Geocode	Lat: 32.950529, Lng: -85.4569832		
	Validate		

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Description: County in which the primary physical address of the student is located.

Primary Use: Information is critical for the computation of county-wide tax distribution percentages under the *Code of Alabama, 1975*, §16-13-31.

Field: **Full-Time Virtual Student**

Location: Digital Equity & Learning Preferences Screen

The screenshot shows a web form titled "New Digital Equity & Learning Preferences". The form contains several fields: "Effective Date" with a date picker (MM/DD/YYYY), "Learning Preference" with a dropdown menu, "Requested Timeframe" with a dropdown menu, "End Date", "Requesting Parent/Guardian" with a text input field (100 characters left), "Internet In Residence" with a dropdown menu, "Internet Access" with a dropdown menu, "Internet Performance" with a dropdown menu, "Device Access" with a dropdown menu, "Device Type" with a dropdown menu, and "Device Serial Number" with a text input field (100 characters left). The "Learning Preference" dropdown menu is open, showing three options: "(L01) Full Time Virtual", "(L03) Hybrid", and "(L02) Remote".

Description: Defined as a student who is currently enrolled and participating in a number of virtual courses sufficient for matriculation from grade to grade, and in the case of Grades 9 through 12, to be on the track for high school graduation in four years. Within PowerSchool, the full-time virtual student must have a Learning Preference code set to L01 Full-Time Virtual with an Effective Date and End Date that encompass the period that the student is Full-Time Virtual. This is typically the entire school year.

Primary Use: Students designated as both full-time virtual **and** resides out of district as described on the next page shall be considered full-time virtual students for the purpose of computing the LEA's Foundation Program allowance for Student Growth under Act 2021-166.

Field: **Resides Out of District**

Location: Student Demographics Screen

Alabama State Reporting Information		
Base Cohort Year	2019-2020	Hist
Guard or Reserve Military Family	<input type="checkbox"/>	
Active Duty Military Family	<input type="checkbox"/>	
Original Enrollment Date	<input type="text" value="MM/DD/YYYY"/>	Calendar
Resides Out of District	<input checked="" type="checkbox"/>	

Description: Defined as a student whose home/primary physical address lies outside the official geographical boundaries of the LEA. The Resides Out of District checkbox at the bottom of the student demographics screen must be checked for these students.

Primary Use: Students designated as both resides out of district **and** full-time virtual as described above shall be considered full-time virtual students for the purpose of computing the LEA's Foundation Program allowance for Student Growth under Act 2021-166.

If you have any questions regarding the 20-Day ADM data collection, please contact Mr. Ethan Taylor by telephone at 334-694-4553 or by email at etaylor@alsde.edu.

EGM:AC:LE

cc: LEA Chief School Financial Officers
LEA Technology Coordinators
Mrs. Angela Martin
Mr. Andy Craig
Mr. Ethan Taylor
Mr. Dave Pope

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