Iowa Department of Education

Certified Enrollment via Student Reporting in Iowa (SRI)

2016-2017

August, 2016

Certified Enrollment via Student Reporting (SRI)

2015-2016

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OVERVIEW

General Information:

- Supporting detail for students' enrollment for Certified Enrollment must be retained by the district for a minimum of five years. This information must be kept on file for use by the auditor to verify the numbers reported.
- Not all students included in SRI student reports are included on the certified enrollment count for funding through the school aid foundation formula.
- NOTE: The weighted count date for special education students is the last Friday in October and reported through a different process. Not all students included on the special education count are included on the certified enrollment count.

Dates to Remember:

September 7:	VRF, SRI and Certified Enrollment test sites open
September 28:	VRF, SRI, and Certified Enrollment test sites close (all test files will be deleted)
October 3:	Count Date for Certified Enrollment;
	VRF, SRI, and Certified Enrollment sites open
October 3 thru October 14:	Work with other districts to resolve duplicates, residency issues, etc.
October 15:	Final date to certify district data (IAC 257.6.1a(7c))

After Certified Enrollment closes, changes can only be made through the district's auditor. Give all information regarding the proposed change to your auditor when financial records are audited next summer. The auditor will review the proposed change and the enrollment records. The auditor will contact the Department of Management and the Department of Education if the enrollment records support the adjustment.

NOTE: All coding notes and text in *gray italics print* and/or enclosed in gray shaded boxes on the following pages indicate students whose records will NOT be read for Certified Enrollment or students NOT eligible for Certified Enrollment

STUDENTS ELIGIBLE FOR CERTIFIED ENROLLMENT

Resident Public Students Attending Your District and Reported by Your District Weighting = 1.0 for Resident District

Description	Student Count
Resident Public Students Attending your District (1)	529
Resident Public Students Attending another Iowa Public School District (2, 3)	Details
Non Public Shared Time and CPI Students Dual Enrolled for District Classes (4, 5)	Details
Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes (4, 5)	Details
Actual Enrollment (7)	Details
Non-Resident Public Students Attending your District (8, 9)	31
PK 4 Students Attending your Statewide Voluntary Preschool Program (10)	27
Supplementary Weighting (12)	Details
Limited English Proficient Weighting (13)	Details
Summary Comparison	Details

Resident Public Students Attending your District

Student Categories	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Resident public students for whom your district provides all, or a major portion of, the instructional program within your district.	523	6	0	0	529
Weighted Totals (Number of Students * Weighting)	523.00	0.60	0.00	0.00	523.60

Resident students, regular and special education, enrolled and participating in the district's program OR for whom the district has a valid contract to pay tuition to a community college or AEA (IAC 257.6.1a(1)), who are not CPI, PI or IPI students.

1. REGULARLY ENROLLED IN YOUR DISTRICT: Includes the following:
   a. All resident students that were at least 5 years old and less than 21 years of age on September 15 in a regular school program with established curriculum and taught by a certified teacher. This includes resident students enrolled less than full-time, and resident students enrolled in an alternative school/program or at-risk program in your district.
   This DOES NOT include CPI, IPI, non-public shared or public-shared time students, or 5-year old students being served in a Preschool program.
   Entry Code = '1' (Enrolled)
   and Gradelevel = 'KG' thru '12'
   and Resident District is yours

NOTE: Students living in your district for purposes <u>other than 'to make a home'</u> CANNOT be funded through Certified Enrollment. Such students would include, but are not limited to…
a. Students staying in your district with sole purpose of attending your district. Includes those staying with friends/relatives during the school week but returning home (in another district) on weekends and breaks.
b. Students staying in your district for purpose of athletic training and/or participating in sports outside of the school realm
These students should be coded with Entry Code = '3' (Tuitioned In Parent Paid)

b. Resident PK students at least 3 years old on September 15 in a **special education** program (served pursuant to an instructional IEP) (IAC 257.6.1a(1)).

NOTE: Weighted counts for special education students will be taken on the last Friday in October thru a different data collection.

Entry Code = '1' (Enrolled)
and IEP Level = '1', '2', or '3' as of 10/3/2016
and Gradelevel = 'PK'
and Resident District is yours

2. FOREIGN STUDENTS: Foreign students residing in and attending school in your district who are **not** participating in a foreign exchange program and have a visa other than an F-1 or J-1 (e.g. B-2)

Entry Code = '19' (Foreign Student on Visa)
and Resident District is yours

NOTE: Foreign students on J-1 or F-1 Visas are NOT included in CE count. These students are coded as follows:
J-1 Visa Holders:
Entry Code = '11' (Foreign Exchange Student)

F-1 Visa Holders:
Entry Code = '3' (Tuitioned In Parent Paid)

3. PROGRAM AT COMMUNITY COLLEGE: Resident students attending a high school program offered by a community college for whom your district pays tuition (IAC 257.6.1a(2)). This includes, but is not limited to **special education** students under the age of 21 on September 15, whose IEPs specify continuation after completion of a high school program in a special education program, and dropout prevention programs offered by a community college.

Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Grad Status = '0' (No)
and Service Provider/Facility Code = 6-digit code for Community College (Refer to Addendum I of Data Dictionary)
and Service Type = '4' (Transition Services) or '5' (Dropout Prevention)
and Resident District is yours

NOTE: Students pursuing a HiSET, a community college "high school diploma equivalent", or an adult diploma through a community college are NOT included in your CE count.
Exit Code = '4' (Dropout).

4. EXPELLED STUDENTS: Resident **special education** KG-12 students previously enrolled in your district, including those off site (IAC 257.6.1a), whose expulsion period includes October 1, and to whom instructional services are being provided.

Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Exit Code = '5' (Expelled) OR '29' (Expulsion Continuing from Previous Year)
and IEP Level = '1', '2', or '3' as of 10/3/2016
and Receiving Educational Services = '1' (Yes)
and Destination Code = '99' (Not Applicable)
and Destination Location is Not Applicable
and Resident District is yours

NOTE: If the school board has ruled a regular education student expelled, that student needs to be reported as expelled, whether or not the student is receiving educational services during the expulsion period.

5. HOSPITAL OR HOME BOUND: Resident students medically fragile or otherwise unable to attend school and to whom instructional services are being provided

Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Service Type = '11' (Homebound)
and Service Provider/Facility is NULL
and Destination Code = '99' (Not Applicable)
and Destination Location is Not Applicable
and Resident District is yours

6. YOUTH SHELTER OR JUVENILE DETENTION CENTER: Resident students in an AEA Juvenile Detention or Shelter Care program who will be returning to school with you when they are released or moved to another facility should be kept actively enrolled in your system.

Entry Code = '1' or '19'
and Service Provider/Facility = 8-digit code for Shelter or Detention Center (Refer to Addendum I of Data Dictionary)
and Service Type = '6' (Shelter Care) or '10' (Detention Center)
and Resident District is yours

7. AEA SPONSORED PROGRAM: Resident students attending an AEA sponsored program (does NOT include youth shelters or detention centers).

Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Service Provider/Facility Code = 8-digit code for AEA Sponsored Program (Refer to Addendum I of Data Dictionary)
and Service Type = '99' (Not Applicable) OR '4' (Transition Services) OR '5' (Dropout Prevention)
and Resident District is yours

8. STUDENTS PARTICIPATING IN A FOREIGN EXCHANGE PROGRAM: Resident students who are temporarily not physically attending your district classes but are provided instructional services by your district through correspondence or Internet-based coursework as they participate in the foreign exchange program abroad.

Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Grad Status = '0' (No)
and Service Provider/Facility Code = '90900000' (Another Country)
and Service Type = '99' (Not Applicable)
and Resident District is yours

NOTE: If these students are not being provided any instructional services by your district while abroad they are NOT included in your CE count and are coded as follows:

Exit Code = '1' (Transferred Out of District)
and Destination Code = '9' (Out of Country)
and Destination Location is Not Applicable

NOTE: Students given homework assignments to complete while VACATIONING out of the country, including students visiting their home country, should NOT be exited. They should be kept actively enrolled and marked absent for the duration of their trip.

9. OUT-OF-STATE FACILITY:

Resident **Special Education** students, for whom parental rights have NOT been terminated, who have been placed in a facility out-of-state by the Iowa court system, Iowa DHS, or IEP team or **Regular education** students for whom your district has initiated placement out of state

Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Service Provider/Facility Code = 2-letter code for state (Refer to Addendum I of Data Dictionary)
and Service Type = '1' (Day Services) or '3' (Non PMIC Residential) and Resident District is yours

*NOTE: **Regular education** students placed in an out-of-state facility by their parents are NOT part of your CE count and are coded as follows:*
Exit Code = '1' (Transferred Out of District) OR '11' (Tuitioned Out Parent Paid)
and Destination Code = '8' (Out of State)
and Destination Location = 2-letter code for state housing the facility

10. JR/SR RULE:

Regular Education non-resident 11th and 12th grade students who were residents of your district during 10th grade or the preceding school year, who were not, and are not under open enrollment, who are still residents of the state of Iowa, and who are enrolled in your district until graduation (IAC 257.6.1a(4)).

Entry Code = '1' or '19'
and Jr/Sr Rule = '1' (Yes)
and Resident District is yours

NOTE: The Jr-Sr Rule does not apply to students who have moved out of state. These students are coded as follows:
Entry Code = '10' (Tuitioned In NonResident Out of State)
and Resident District is 4-digit code for student's state of residence

11. PMIC RESIDENTIAL FACILITIES

Resident students living in a psychiatric unit of a hospital or a PMIC not operated by the state and which is located **in your district** (IAC 282.27), and are enrolled in your education program of the public school district on October 1

Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Service Provider/Facility = 8-digit code for PMIC (Refer to Addendum I of Data Dictionary)
and Service Type = '2' (PMIC Residential)
and Resident District is yours

12. NON-PMIC RESIDENTIAL FACILITIES: Includes foster care facilities, licensed foster single-family homes, and other residential treatment facilities **in your district**. Does NOT include facilities operated by the state, PMICs, MHIs, AEA Juvenile Shelters or Detention Centers (IAC 282.31(1b) and (2a)).

NOTE: Your district will need to get the list of these students from the student enrollment forms maintained by the facility. Lists provided by DHS include special education students, students younger or older than school age, out-of-state students, students who have completed their high school program or received HiSETs - none of which can be included in your certified enrollment.

ALL REGULAR EDUCATION
Entry Code = '1' (Enrolled)
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Foster Care = '1' (Yes and would not live in the current district if not in foster care)
OR '2' (Yes and would live in the current district if not in foster care)
and Service Provider/Facility = 8-digit code of facility (Refer to Addendum I of Data Dictionary)
and Service Type = '3' (Non-PMIC Residential)
and Resident District is your district (NOTE: upon placement, all regular education students become residents of the district that houses the non-PMIC residential facility)

***RESIDENT SPECIAL EDUCATION** – PARENTAL RIGHTS HAVE NOT BEEN TERMINATED:*
Entry Code = '1' (Enrolled)
and IEP Level = '1','2',or '3' as of 10/3/2016
and Foster Care = '2' (Yes and would live in the current district if not in foster care)
and Service Provider/Facility = 8-digit code of facility (Refer to Addendum I of Data Dictionary)
and Service Type = '3' (Non-PMIC Residential)
and Resident District is your district

13. RESIDENT STUDENTS AWAITING TRIAL:
Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Service Provider/Facility Code = '90989600'
and Service Type = '99' (Not Applicable)
and Resident District is your district

*NOTE: Although special education services may be provided to IEP students while serving their sentence (which may make them eligible for your **special education count**), the date of sentencing ends a student's eligibility for certified enrollment funds and is coded as follows:*
Exit Code = '1' (Transfer)
and Destination Code = '11' (Incarcerated)
and Destination Location is Not Applicable

14. RESIDENT CONSORTIUM STUDENTS:
Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Service Provider/Facility Code is 8-digit code of Consortium (refer to Addendum I of Data Dictionary)
and Service Type = '9' (Consortium)
and Resident District is your district

13. RESIDENT STUDENTS ATTENDING ANOTHER STATE BASED ON BORDER AGREEMENT: Applies only if your district has a border agreement with the other state.
Entry Code = '1' (Enrolled) or '19' (Foreign student on Visa)
and Service Provider/Facility Code = 2 letter postal code of attending state
and Service Type = '8' (Border Agreement)
and Resident District is your district

Resident KG-8 CPI Dual Enrolled Students and 9-12 CPI Students CPI Dual Enrolled for Activities Weighting = 0.1 for Resident District

Resident KG-8 CPI students, regular and special education, enrolled in public schools within your district, including those off-site within your district (IAC 257.6.1a(6)) and resident 9-12 CPI students who request dual-enrollment for student activities.

Homeschooled students that participate in state assessments only and/or receive support services only from the AEA are not eligible for Certified Enrollment.

Description	Student Count
Resident Public Students Attending your District (1)	529
Resident Public Students Attending another Iowa Public School District (2, 3)	Details
Non Public Shared Time and CPI Students Dual Enrolled for District Classes (4, 5)	Details
Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes (4, 5)	Details
Actual Enrollment (7)	Details
Non-Resident Public Students Attending your District (8, 9)	31
PK 4 Students Attending your Statewide Voluntary Preschool Program (10)	27
Supplementary Weighting (12)	Details
Limited English Proficient Weighting (13)	Details
Summary Comparison	Details

Resident Public Students Attending your District

Student Categories	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Resident public students for whom your district provides all, or a major portion of, the instructional program within your district.	523	6	0	0	529
Weighted Totals (Number of Students * Weighting)	523.00	0.60	0.00	0.00	523.60

1. CPI DUAL ENROLLED:
   a. Resident KG-8 CPI students dual enrolled in your district and 9-12 CPI students dual enrolled for extracurricular activities

Entry Code = '6' (CPI Dual Enrolled)
and CPI Dual Enrollment =
Grade KG-8: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)
Grade 9-12: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)
and Resident District is yours

Resident KG-12 CPI Home School Assistance Students
Weighting = 0.3 for Resident District

Resident CPI students, regular and special education, enrolled in public schools within your district (IAC 257.6.1a(5)) in grades KG-12, including those off-site within your district who are enrolled in HSAP

Resident Public Students Attending your District

Student Categories	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Resident public students for whom your district provides all, or a major portion of, the instructional program within your district.	523	6	0	0	529
Weighted Totals (Number of Students * Weighting)	523.00	0.60	0.00	0.00	523.60

1. CPI HOME SCHOOL ASSISTANCE PROGRAM: Resident CPI students enrolled in public schools within your district in grades KG-12 who are enrolled in HSAP

   <u>Grades KG-12:</u>
   Entry Code = '7' (CPI Home School Assistance)
   and CPI Dual Enrollment = '99' (Not Applicable)
   and Resident District is yours
   OR
   Entry Code = '9' (CPI Home School Assistance and Dual Enrolled)
   and CPI Dual Enrollment = '4' (Testing only) or '5' (Special Education support services)
   and Resident District is yours
   OR
   <u>Grades 9-12:</u>
   Entry Code = '9' (CPI Dual Enrolled and CPI HSAP)
   and CPI Dual Enrollment = '1' (Academic activities), '4' (Testing Only), or '5' (Special Education support services)
   and Resident District is yours

Resident KG-8 CPI Dual Enrolled and HSAP Students and 9-12 CPI HSAP Students Dual Enrolled for Activities Weighting = 0.4 for Resident District

Resident KG-8 CPI students, regular and special education, enrolled in public schools within your district, including those off-site within your district (IAC 257.6.1a(6)) and resident 9-12 CPI dual enrolled students who are participating in courses and/or student activities and HSAP (IAC 257.6.1a(5)).

Resident Public Students Attending your District

Student Categories	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Resident public students for whom your district provides all, or a major portion of, the instructional program within your district.	523	6	0	0	529
Weighted Totals (Number of Students * Weighting)	523.00	0.60	0.00	0.00	523.60

1. CPI DUAL ENROLLED AND CPI HOME SCHOOL ASSISTANCE PROGRAM: Resident CPI students enrolled in public schools within your district in grades KG - 12 who are enrolled in HSAP and dual-enrolled for student activities

   Entry Code = '9' (CPI Dual Enrolled and CPI HSAP)

   and CPI Dual Enrollment =

   <u>Grade KG-8</u>: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   <u>Grade 9-12</u>: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   and Resident District is yours

NOTE: YOUR RECORDS OF THE FOLLOWING STUDENTS WILL BE USED ON CERTIFIED ENROLLMENT TO FILTER THE STUDENTS BACK TO THEIR RESPECTIVE RESIDENT DISTRICT

Non-Resident Public Students Attending Your District and Reported by Your District Weighting = 1.0 for Resident District

District Status

Description	Student Count
Resident Public Students Attending your District (1)	529
Resident Public Students Attending another Iowa Public School District (2, 3)	Details
Non Public Shared Time and CPI Students Dual Enrolled for District Classes (4, 5)	Details
Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes (4, 5)	Details
Actual Enrollment (7)	Details
Non-Resident Public Students Attending your District (8, 9)	31
PK 4 Students Attending your Statewide Voluntary Preschool Program (10)	27
Supplementary Weighting (12)	Details
Limited English Proficient Weighting (13)	Details
Summary Comparison	Details

NOTE: Your Open Enrolled, Tuitioned, and WGS Out students are reported by their attending district and will flow onto this line of your district's Certified Enrollment

Non-Resident Public Students Attending your District

Total FTE is 29.20

	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Open Enrolled In	29	2	0	0	31
	29.00	0.20	0.00	0.00	29.20
Tuitioned In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00
Whole Grade Sharing In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00

OPEN ENROLLED IN

1. a. Non-resident students (KG-12). This does NOT include CPI students

   Entry Code = '2' (Open Enrolled In)
   and Grade level = 'KG' thru '12'
   and Resident District is not yours

   b. Non-resident PK students at least 3 years old on Sept. 15 in a special education program

   Entry Code = '2' (Open Enrolled In)
   and IEP Level = '1', '2', or '3' as of 10/3/2016
   and Grade level = 'PK'
   and Resident District is not yours

2. OPEN ENROLLED IN - ATTENDING PROGRAM AT COMMUNITY COLLEGE

Entry Code = '2' (Open Enrolled In)
and Grade level = 'KG' thru '12'
and Grad Status = '0' (No)
and Service Provider/Facility Code = 6-digit code for Community College (Refer to Addendum I of Data Dictionary)
and Service Type = '4' (Transition Services) or '5' (Dropout Prevention)
and Resident District is not yours

3. OPEN ENROLLED IN - EXPELLED

Entry Code '2' (Open Enrolled In)
and Exit Code = '5' (Expelled) OR '29' (Expulsion Continuing from Previous Year)
and IEP Level = '1', '2', or '3' as of 10/3/2016
and Receiving Educational Services = '1' (Yes)
and Destination Code = '99' (Not Applicable)
and Destination Location is Not Applicable
and Resident District is not yours

4. OPEN ENROLLED IN - HOSPITAL OR HOME BOUND

Entry Code '2' (Open Enrolled In)
and Service Type = '11' (Homebound)
and Service Provider/Facility is NULL
and Destination Code = '99' (Not Applicable)
and Destination Location is Not Applicable
and Resident District is not yours

5. OPEN ENROLLED IN - JUVENILE DETENTION CENTER OR YOUTH SHELTER

Entry Code '2' (Open Enrolled In)
and Service Provider/Facility = 8-digit code for Shelter or Detention Center (Refer to Addendum I of Data Dictionary)
and Service Type = '6' (Shelter Care) or '10' (Detention Center)
and Resident District is not yours

6. OPEN ENROLLED IN - ATTENDING AN AEA SPONSORED PROGRAM

Entry Code = '2' (Open Enrolled In)
and Service Provider/Facility Code = 8-digit code for AEA Sponsored Program (Refer to Addendum I of Data Dictionary)
and Service Type = '99' (Not Applicable), '4' (Transition Services), or '5' (Dropout Prevention)
and Resident District is not yours

7. OPEN ENROLLED IN - AWAITING TRIAL

Entry Code = '2
and Service Provider/Facility Code = '90989600'
and Service Type = '99' (Not Applicable)
and Resident District is not your district

TUITIONED IN DISTRICT PAID

1. a. Non-resident students (KG-12), attending school in your district for whom the resident district pays tuition. This does NOT include CPI students

   Entry Code '4' (Tuitioned In District Paid)
   and Grade level = 'KG' thru '12'
   and Resident District is not yours

   b. Non-resident PK student attending at least 3 years old on Sept 15 in a special education program

   Entry Code '4' (Tuitioned In District Paid)
   and IEP Level = '1', '2', or '3' as of 10/3/2016
   and Grade level = 'PK'
   and Resident District is not yours

2. TUITIONED IN - ATTENDING PROGRAM AT COMMUNITY COLLEGE

   Entry Code = '4' (Tuitioned In District Paid)
   and Grade level = 'KG' thru '12'
   and Grad Status = '0' (No)
   and Service Provider/Facility Code = 6-digit code for Community College (Refer to Addendum I of Data Dictionary)
   and Service Type = '4' (Transition Services) or '5' (Dropout Prevention)
   and Resident District is not yours

3. TUITIONED IN - EXPELLED

   Entry Code = '4' (Tuitioned In District Paid)
   and Exit Code = '5' (Expelled) OR '29' (Expulsion Continuing from Previous Year)
   and IEP Level = '1', '2', or '3' as of 10/3/2016
   and Receiving Educational Services = '1' (Yes)
   and Destination Code = '99' (Not Applicable)
   and Destination Location is Not Applicable
   and Resident District is not yours

4. TUITIONED IN - HOSPITAL OR HOME BOUND

   Entry Code = '4' (Tuitioned In District Paid)
   and Service Type = '11' (Homebound)
   and Service Provider/Facility is NULL
   and Destination Code = '99' (Not Applicable)
   and Destination Location is Not Applicable
   and Resident District is not yours

5. TUITIONED IN - RECEIVING DAY SERVICE/TREATMENT: All non-resident students coming into your district for Day Treatment Program or District Contracted Services

Entry Code = '4' (Tuitioned In District Paid)
and Service Provider/Facility = 8-digit code for Day Treatment or District Contracted Service (Refer to Addendum I of Data Dictionary)
and Service Type = '1' (Day Treatment Services) or '7' (District Contracted Service)
and Resident District is not yours

6. TUITIONED IN - IN JUVENILE DETENTION CENTER OR YOUTH SHELTER

IF your district reports this student:
Entry Code = '4' (Tuitioned In District Paid)
and Service Provider/Facility = 8-digit code for Shelter or Detention Center (Refer to Addendum I of Data Dictionary)
and Service Type = '6' (Shelter Care) or '10' (Detention Center) and
and Resident District is not yours

7. TUITIONED IN - ATTENDING AN AEA SPONSORED PROGRAM

Entry Code = '4' (Tuitioned In District Paid)
and Service Provider/Facility Code = 8-digit code for AEA Sponsored Program (Refer to Addendum I of Data Dictionary)
and Service Type = '99' (Not Applicable), '4' (Transition Services), or '5' (Dropout Prevention)
and Resident District is not yours

8. TUITIONED IN - IN OUT OF STATE FACILITY

NOTE: Since the resident district is financially responsible for these students, they should be transferred back to the resident district for the duration of treatment.

9. TUITIONED IN – JR/SR RULE

Special Education non-resident 11th and 12th grade students who were residents of your district during the preceding school year, who were not, and are not under open enrollment, who will continue enrollment in your district until graduation.

Entry Code '4' (Tuitioned In District Paid)
and IEP Level = '1', '2', or '3' as of 10/3/2016
and Resident District is not yours

10. TUITIONED IN – PMIC RESIDENTIAL FACILITIES

Non-resident students living in a psychiatric unit of a hospital or a PMIC not operated by the state and which is **located in your district** (IAC 282.27), and are enrolled in the education program of the public school district on October 1

Entry Code '4' (Tuitioned In District Paid)
and Service Provider/Facility = 8-digit code for PMIC (see Refer to Addendum I of Data Dictionary)
and Service Type = '2' (PMIC Residential)
and Resident District is not yours

11. TUITIONED IN – NON-PMIC RESIDENTIAL FACILTIES

Nonresident **special education foster care students** whose parental rights HAVE NOT been terminated – living in your district only because they are in foster care or a non-PMIC residential treatment facility

Entry Code = '4' (Tuitioned In District Paid)
and IEP Level = '1', '2', or '3' as of 10/3/2016
and Foster Care = '1' (Yes and would not live in the current district if not in foster care)
and Resident District = District student would live in if not in foster care
and Service Provider/Facility (if applicable) = 8-digit code of facility (See Refer to Addendum I of Data Dictionary)
and Service Type = '3' (Non-PMIC Residential) if applicable

***Special education** foster care students whose parental rights HAVE been terminated or who parents cannot be found or reside out of state, are not part of your CE count and are coded as follows:*
Entry Code = '15' (Tuitioned In State Paid)
and IEP Level = '1', '2', or '3' as of 10/3/2016
and Foster Care = '1' (Yes, and would not live in the current district if not in foster care) OR '2' (Yes and would live in the current district if not in foster care)
and Resident District = '9889' (if parental rights have been terminated) or '9888' (if parents cannot be found or reside out of state)
and Resident County = '00'(Other)
and Residential Facility (if applicable) = 8-digit code of facility (Refer to Addendum I of Data Dictionary)
and Service Type = '3' (Non-PMIC Residential) if applicable

12. TUITIONED IN - AWAITING TRIAL

Entry Code = '4'
and Service Provider/Facility Code = '90989600'
and Service Type = '99' (Not Applicable)
and Resident District is not your district

13. TEMPORARY RESIDENCY: Non-resident students attending school and living in your district temporarily (e.g., students in protective custody, children with a parent that is caring for an ill relative, students displaced by disaster) and will return to their resident district.

Entry Code '4' (Tuitioned In District Paid)
and Resident District is not yours

WHOLE GRADE SHARING (WGS) IN

1. NON-RESIDENT STUDENTS ATTENDING YOUR DISTRICT UNDER A WGS AGREEMENT

Entry Code '5' (Whole Grade Sharing In)
and Gradelevel = 'KG' thru '12'
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Resident District is not yours

2. WGS IN - COMMUNITY COLLEGE PROGRAM

Entry Code '5' (Whole Grade Sharing In)
and Grade level = 'KG' thru '12'
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Grad Status = '0' (No)
and Service Provider/Facility Code = 6-digit code for Community College (Refer to Addendum I of Data Dictionary)
and Service Type = '4' (Transition Services) or '5' (Dropout Prevention)
and Resident District is not yours

3. WGS IN - HOSPITAL OR HOME BOUND

Entry Code = '5' (Whole Grade Sharing In)
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Service Type = '11' (Homebound)
and Service Provider/Facility is NULL
and Destination Code = '99' (Not Applicable)
and Destination Location is Not Applicable
and Resident District is not yours

4. WGS IN - RECEIVING DAY TREATMENT OR DISTRICT CONTRACTED SERVICE in your district

Entry Code = '5' (Whole Grade Sharing In)
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Service Provider/Facility = 8-digit code for Day Treatment or District Contracted Service (Refer to Addendum I of Data Dictionary)
and Service Type = '1' (Day Treatment Services) or '7' (District Contracted Service)
and Resident District is not yours

5. WGS IN - IN JUVENILE DETENTION CENTER OR YOUTH SHELTER

Entry Code = '5' (Whole Grade Sharing In)
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Service Provider/Facility = 8-digit code for Shelter or Detention Center (Refer to Addendum I of Data Dictionary)
and Service Type = '6' (Shelter Care) or '10' (Detention Center)
and Resident District is not yours

6. WGS IN AND AWAITING TRIAL

Entry Code = '5' (Whole Grade Sharing In)
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Service Provider/Facility Code = '90989600'
and Service Type = '99' (Not Applicable)
and Resident District is not your district

Non-Resident KG-8 CPI Dual Enrolled Students and 9-12 CPI Students Dual Enrolled for Activities Weighting = 0.1 for Resident District

Non-Resident Public Students Attending your District

Total FTE is 29.20

	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Open Enrolled In	29	2	0	0	31
	29.00	0.20	0.00	0.00	29.20
Tuitioned In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00
Whole Grade Sharing In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00

1. OPEN ENROLLED IN AND CPI DUAL ENROLLED

   Entry Code '12' (OE and CPI Dual Enrolled)

   and CPI Dual Enrollment =

   Grade KG-8: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   Grade 9-12: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   and Resident District is not yours

2. TUITIONED IN AND CPI DUAL ENROLLED

   Entry Code '21' (Tuitioned In and CPI Dual Enrolled)

   and CPI Dual Enrollment =

   Grade KG-8: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   Grade 9-12: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   and Resident District is not yours

3. WGS IN AND CPI DUAL ENROLLED

   Entry Code '27' (WGS In and CPI Dual Enrolled)

   and CPI Dual Enrollment =

   Grade KG-8: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   Grade 9-12: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   and Resident District is not yours

Non-Resident KG-12 Competent Private Instruction (CPI)
Home School Assistance Students (HSAP)
Weighting = 0.3 for Resident District

Non-Resident Public Students Attending your District

Total FTE is 29.20

	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Open Enrolled In	29	2	0	0	31
	29.00	0.20	0.00	0.00	29.20
Tuitioned In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00
Whole Grade Sharing In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00

1. OPEN ENROLLED IN - HSAP

<u>Grades KG-12:</u>
Entry Code '13' (OE and CPI HSAP)
and CPI Dual Enrollment = '99' (Not Applicable)
and Resident District is not yours
OR
<u>Grades KG-8:</u>
Entry Code '14' (OE CPI Dual Enrolled and CPI HSAP)
and CPI Dual Enrollment = '4' (Testing Only) or '5' (Special Ed Support Services)
and Resident District is not yours
OR
<u>Grades 9-12:</u>
Entry Code '14' (OE and CPI Dual Enrolled and CPI HSAP)
and CPI Dual Enrollment = '1' (Academic Activities), 4' (Testing Only) or '5' (Special Ed Support Services)
and Resident District is not yours

2. TUITIONED IN - HSAP

<u>Grades KG-12:</u>
Entry Code '22' (Tuitioned In and CPI HSAP)
and CPI Dual Enrollment = '99' (Not Applicable)
and Resident District is not yours
OR
<u>Grades KG-8:</u>
Entry Code '23' (Tuitioned In and CPI HSAP)
and CPI Dual Enrollment = '4' (Testing Only) or '5' (Special Ed Support Services)
and Resident District is not yours
OR
<u>Grades 9-12:</u>
Entry Code '23' (Tuitioned In and CPI Dual Enrolled and CPI HSAP)
and CPI Dual Enrollment = '1' (Academic Activities)), 4' (Testing Only) or '5' (Special Ed Support Services)
and Resident District is not yours

3. WHOLE GRADE SHARING IN - HSAP

<u>Grades KG-12:</u>
Entry Code = '28' (WGS In and CPI HSAP)
and CPI Dual Enrollment = '99' (Not Applicable)
and Resident District is not yours
OR
<u>Grades KG-8:</u>
Entry Code '29' (WGS In and CPI HSAP)
and CPI Dual Enrollment = '4' (Testing Only) or '5' (Special Ed Support Services)
and Resident District is not yours
OR
<u>Grades 9-12:</u>
Entry Code = '29' (WGS In and CPI Dual Enrolled and CPI HSAP)
and Dual Enrollment = '1' (Academic Activities)), 4' (Testing Only) or '5' (Special Ed Support Services)
and Resident District is not yours

Non-Resident KG-8 CPI HSAP and CPI Dual Enrolled Students and 9-12 CPI HSAP Students Dual Enrolled for Activities Weighting = 0.4 for Resident District

Non-Resident Public Students Attending your District

Total FTE is 29.20

	Full-time K-12 (1.0)	Dual Enrolled K-8 or 9-12 Enrolled for Activity Program (0.1)	Home School Assistance K-12 (0.3)	Dual Enrolled and Home School Assistance K-8 or 9-12 Enrolled for Activity Program (0.4)	Total
Open Enrolled In	29	2	0	0	31
	29.00	0.20	0.00	0.00	29.20
Tuitioned In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00
Whole Grade Sharing In	0	0	0	0	0
	0.00	0.00	0.00	0.00	0.00

1. OPEN ENROLLED IN – CPI DUAL ENROLLED AND HSAP

   Entry Code '14' (OE and CPI Dual Enrolled and CPI HSAP)

   and CPI Dual Enrollment =

   Grade KG-8: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   Grade 9-12: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   and Resident District is not yours

2. TUITIONED IN – CPI DUAL ENROLLED AND HSAP

   Entry Code '23' (Tuitioned In and CPI Dual Enrolled and CPI HSAP)

   and CPI Dual Enrollment =

   Grade KG-8: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   Grade 9-12: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   and Resident District is not yours

3. WHOLE GRADE SHARING IN – CPI DUAL ENROLLED AND HSAP

   Entry Code '29' (WGS In and CPI Dual Enrolled and CPI HSAP)

   and CPI Dual Enrollment =

   Grade KG-8: '1' (Academic activities) OR '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   Grade 9-12: '2' (Extracurricular activities) OR '3' (Both academic and extracurricular activities)

   and Resident District is not yours

NOTE: Courses taken by non-resident CPI students are included in the Attending District's Certified Enrollment. There is no billing for these courses.

Statewide Voluntary Preschool Program Funded Students
(Weighting = 0.5 for Attending District)

District Status

Description	Student Count
Resident Public Students Attending your District (1)	529
Resident Public Students Attending another Iowa Public School District (2, 3)	Details
Non Public Shared Time and CPI Students Dual Enrolled for District Classes (4, 5)	Details
Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes (4, 5)	Details
Actual Enrollment (7)	Details
Non-Resident Public Students Attending your District (8, 9)	31
PK 4 Students Attending your Statewide Voluntary Preschool Program (10)	27
Supplementary Weighting (12)	Details
Limited English Proficient Weighting (13)	Details
Summary Comparison	Details

All Iowa **regular education** pre-school students and special education pre-school students with **IEPs for Support Services only** (no instructional services) enrolled and served by a department-approved statewide voluntary 4-year-old preschool program within your district boundaries. Students must be 4 years of age on September 15 (IAC 256 C.2-C.3).

Entry Code = '1' (Enrolled) OR '19' (Foreign Student on Visa)
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and Grade = 'PK4'
and Preschool Program 1 Type or Preschool Program 2 Type = '3' (SWVPP)
and Hours per week in Preschool Program Type 1 or Preschool Program Type 2 >= 10
and PK Funded by SWVPP = '1' (Yes)

Language Instruction Educational Program (LIEP) Students (Weighting = 0.22 for Resident District)

District Status

Description	Student Count
Resident Public Students Attending your District (1)	529
Resident Public Students Attending another Iowa Public School District (2, 3)	Details
Non Public Shared Time and CPI Students Dual Enrolled for District Classes (4, 5)	Details
Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes (4, 5)	Details
Actual Enrollment (7)	Details
Non-Resident Public Students Attending your District (8, 9)	31
PK 4 Students Attending your Statewide Voluntary Preschool Program (10)	27
Supplementary Weighting (12)	Details
Limited English Proficient Weighting (13)	Details
Summary Comparison	Details

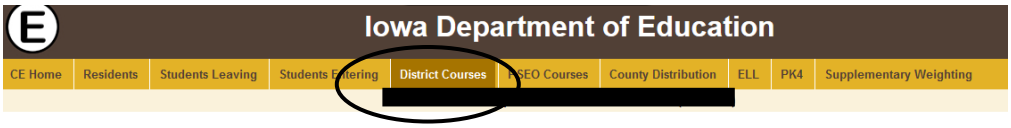
The purpose of Language Instruction Educational Program (LIEP) weighting is to provide additional funding for the excess costs of instruction of LIEP KG-12 students (may include PK with instructional IEP) above the cost of instruction of students in regular curriculum (IAC 280.4). Years of funding eligibility (of a possible five) is based on districts' reporting of students in past years.

<u>Funding for Attending District</u>:
Entry Code = '1', '6', '8', '9', '12', '14', '19' (Resident Student)
and Grade Level in ('KG' - '12')
OR Grade = 'PK' and IEP Level in ('1','2','3') as of 10/3/2016
and CPI Dual Enrollment = '1' or '3' (if applicable)
and ELL Status = '1' (Student is in an Language Instruction Educational Program)

<u>Funding for Resident District</u>:
Entry Code = '2' (Open Enrolled In)
and Grade Level in ('KG' - '12')
OR Grade = 'PK' and IEP Level in ('1','2','3') as of 10/3/2016
and CPI Dual Enrollment = '1' or '3' (if applicable)
and ELL Status = '1' (Student is in an Language Instruction Educational Program)

Resident and Nonresident CPI and Nonpublic 9-12 Students Enrolled for Classes and/or PSEO Courses (Weighting = *Variable* for Attending District)

NOTE: Your district does <u>not</u> bill the resident districts of CPI students for the portion of those students' enrollment which is dual enrolled for PSEO classes or dual enrolled for classes offered by your district



Non Public Shared Time and CPI Students Dual Enrolled for District Classes

Non Public Shared Time K-8	Non Public Shared Time 9-12	CPI Dual Enrolled / CPI Dual Enrolled and Home School Assistance (9 - 12)				9-12 Total
		Resident	Open Enrolled In	Tuitioned In	Whole Grade Sharing In	
4.71	0.50	0.38	0.50	0.00	0.00	1.38

Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes

Season	Non Public Shared Time	CPI Dual Enrolled / CPI Dual Enrolled and Home School Assistance (9 - 12)				Total
	9 - 12	Resident	Open Enrolled In	Tuitioned In	Whole Grade Sharing In	
Spring 1112	1.21	0.29	0.00	0.00	0.00	1.50
Fall 1213	1.21	0.21	0.00	0.00	0.00	1.42

1. RESIDENT CPI DUAL ENROLLED: Resident CPI 9-12 students enrolled for district classes (including concurrent enrollment) or PSEO courses (IAC 257.6.1a(7))

   For High School Courses and Concurrent Enrollment Courses:

   Entry Code = '6' (CPI Dual Enrolled) OR '9' (CPI Dual Enrolled and HSAP)

   and FTE > '0.00' (see Appendix III for guide to calculating FTE)

   and CPI Dual Enrollment = '1' (Academic Activities) OR '3' (Academic and Extracurricular Activities)

   and SCED Code is populated with Carnegie unit > 0.00

   and Course Origination <> '2' (PSEO), '12' (College Credit Course offered by Another District) '51' (Transfer in Course), or '81' (College Credit course contracted with Nonpublic school)

   For IPI Students enrolled in Concurrent Enrollment Courses

   Entry Code = '40' (IPI)

   and FTE > '0.00' (see Appendix III for guide to calculating FTE)

   and SCED Code is populated with Carnegie unit > 0.00

   and Course Origination = '3' (Concurrent Enrollment) or '9' (Concurrent Enrollment/Career Academy)

   For PSEO Courses:

   Entry Code = '6' (CPI Dual Enrolled) OR '9' (CPI Dual Enrolled and HSAP)

   and FTE > '0.00' (see Appendix III for guide to calculating FTE)

   and CPI Dual Enrollment = '1' (Academic Activities) or '3' (Academic and Extracurricular Activities)

   and SCED Code is populated with Carnegie unit > 0.00

   and Course Origination = '2' (PSEO)

2. NONRESIDENT CPI: Nonresident CPI 9-12 students enrolled in your district for classes (including concurrent enrollment) or PSEO

For High School Courses and Concurrent Enrollment Courses:

Entry Code = '12' , '21', '27' OR '14', '23', or '29'

and Resident District is not yours

and FTE > '0.00' (see Appendix III for guide to calculating FTE)

and CPI Dual Enrollment = '1' (Academic Activities) or '3' (Academic and Extracurricular Activities)

and SCED Code is populated with Carnegie unit > 0.00

and Course Origination <> '2' (PSEO), '51' (Transfer in Course), or '81' (College Credit course contracted with Nonpublic school)

For PSEO Courses:

Entry Code = '12' , '21', '27' OR '14', '23', or '29'

and FTE > '0.00' (see Appendix III for guide to calculating FTE)

and CPI Dual Enrollment = '1' (Academic Activities) or '3' (Academic and Extracurricular Activities)

and SCED Code is populated with Carnegie unit > 0.00

and Course Origination = '2' (PSEO)

3. NONPUBLIC KG-8 SHARED TIME STUDENTS: Resident and nonresident K- 8 students who are enrolled in accredited nonpublic school(s) located in your district (IAC 256.12(1)), and who participate in public school classes (which public school students are also attending) provided by a public school district.

Entry Code = '8' (Nonpublic Shared Time)

and FTE > '0.00' (see Appendix II for guide to calculating FTE)

and Nonpublic School Number reflects the nonpublic school in your district

4. NONPUBLIC SHARED TIME STUDENTS IN HIGH SCHOOL COURSES AND/OR PSEO COURSES: Resident and nonresident 9-12 students who are enrolled in an accredited nonpublic school(s) located in your district (IAC 257.6.1a(7)), and who participate in public school classes (which public school students are also attending) provided by a public school district (including concurrent enrollment) or who are enrolled in eligible PSEO classes.

For High School Courses and Concurrent Enrollment Courses:

Entry Code = '8' (Nonpublic Shared Time)

and FTE > '0.00' (see Appendix II for guide to calculating FTE)

and SCED Code is populated with Carnegie unit > 0.00

and Course Origination <> '2' (PSEO), 12' (College Course Offered by Another District), '51' (Transfer in Course), or '81' (College Credit course contracted with Nonpublic school)

and Nonpublic School Number reflects the nonpublic school in your district

For PSEO Courses:

Entry Code = '8' (Nonpublic Shared Time)

and FTE > '0.00' (see Appendix III for guide to calculating FTE).

and SCED Code is populated with Carnegie unit > 0.00

and Course Origination = '2' (PSEO)

and Nonpublic School Number reflects the nonpublic school in your district

5. LEWIS CENTRAL: **Regular education** students, resident and nonresident who reside at the Iowa School for the Deaf and are enrolled in classes in your district which are not available to them at the ISD are counted for the fraction of time they are enrolled in those **regular** education classes in your district

Entry Code = '1' (Enrolled)
and Service Provider/Facility Facility = '36459610 (ISD)
and FTE > '0.00'
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and SCED Code is populated with Carnegie unit > 0.00
and Course Origination <> '2' (PSEO), 12' (College Course Offered by Another District), '51' (Transfer in Course), or '81' (College Credit course contracted with Nonpublic school)

6. DENISON AND OTTUMWA: **Regular education** students, resident and nonresident who reside at Job Corps and are enrolled in classes in your district which are not available to them at the Job Corps site are counted for the fraction of time they are enrolled in those **regular** education classes in your district

Entry Code = '1' (Enrolled)
and Service Provider/Facility = '17019601 (Denison) OR '50499601' (Ottumwa)
and FTE > '0.00' and < '1.00'
and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
and SCED Code is populated with Carnegie unit > 0.00
and Course Origination <> '2' (PSEO), 12' (College Course Offered by Another District), '51' (Transfer in Course), or '81' (College Credit course contracted with Nonpublic school)

STUDENTS NOT ELIGIBLE FOR CERTIFIED ENROLLMENT

(Includes Regular and Special Education students unless otherwise noted)

1. **Regular Education** students who are 21 years of age or older on September 15
   Exit Code = '6' (Reached Maximum Age)

2. Students who have received a high school diploma or its equivalent (HiSET) (282.6)
   Grad Status = '1' (Yes) - for those receiving a high school diploma
   OR
   Exit Code = '4' (Dropout) - for those students receiving a HiSET

3. Resident students being home schooled or students enrolled in non-accredited nonpublic schools if the students are not CPI students participating in HSAP, public school activities or courses. In other words, students that receive no services from your district
   http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=2021%3Afinance-policy-leader-news&catid=48%3Aschool-business-a-finance&Itemid=2433

4. Resident or nonresident students enrolled in nonpublic schools, accredited or non-accredited, if the classes or services provided to them are also provided at the nonpublic school (e.g., Title I and special education services)

5. Students who are not both enrolled and participating in classes on count date (includes dropouts and students you anticipate will enroll after count date). If a student enrolls on 10/3, the student must also be in attendance on 10/3 in order to be included in certified enrollment.

6. Students who moved into your district after the count date or who withdrew prior to count date even if they have not yet enrolled in another district. The exit date, for certified enrollment purposes, is the last day of attendance.

7. Resident students enrolled in a HiSET program at a community college. In order for students to participate in a HiSET program they must be a high school dropout

8. Resident students enrolled in an adult diploma program at a community college UNLESS your high school will be honoring the credits earned and applying them toward a high school diploma.

9. Students confined to a prison or other correctional facility or/and Iowa State Training School (Eldora)
   Exit Code = '1' (Transferred Out of District)
   TO PRISON:
   and Destination Code = '11' (Incarcerated)
   and Destination Location = '0' (Not Applicable)

   TO STATE TRAINING SCHOOL:
   and Destination Code = '6' (DHS Program)
   and Destination Location = '20079601' (State Training School in Eldora)

10. Students confined to Cherokee or Independence Mental Health Institutes. NOTE: Districts do not pay tuition for these students because MHIs are state-funded (IAC 282.33). .

    Exit Code = '1' (Transfer Out of District)
    and Destination Code = '6' (DHS Program or Board of Regents School))
    and Destination Location = '11529611' (Cherokee MHI) OR
    '31059611' (Independence MHI)

11. Students going to the Job Corps program in Denison or Ottumwa

    Exit Code = '1' (Transferred Out of District)
    and Destination Code = '1' (Iowa Public School District)
    and Destination Location = '17010000' (Denison) or '50490000' (Ottumwa)

12. Students going to the Iowa School for the Deaf (ISD) (exceptions possible for Lewis Central CSD)

    Exit Code = '1' (Transferred Out of District)
    and Destination Code = '6' (Board of Regent School)
    and Destination Location = '36459610' (ISD)

13. Resident **regular education** students in non-PMIC facilities or receiving Day Treatment Services outside of your district who were not placed there by the court system, DHS, or by the school district

    Exit Code = '11' (Tuitioned Out Parent Paid)
    and Destination Code = '1' (Iowa Public School District)
    and Destination Location = the 8-digit code for the Attending District

14. **Regular education** students who have been placed in a facility out-of-state by any reason other than your district making the placement (e.g., the Iowa court system, Iowa DHS, or parental choice)

    Exit Code = '1' (Transferred Out of District)
    and Destination Code = '8' (Out of State)
    and Destination Location = the 2-character abbreviation for the state

15. **Regular education** preschool students who were less than 5 years of age on September 15 and who were not enrolled in a department-approved statewide voluntary preschool program.

    Entry Code = '1' (Enrolled)
    and Gradelevel = 'PK'
    and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
    and Preschool Program 1Type and Preschool Program 2 Type <> '3'
    and Funded by SWVPP = '0' (No)

16. Nonresident students except as specifically authorized by code.

17. **Special education** foster care students whose parental rights HAVE been terminated or whose parents cannot be located or reside out of state

    Entry Code = '15' (Tuitioned In State Paid)
    and IEP Level = '0' (Support Services only) or '99' (Not Applicable) as of 10/3/2016
    and Foster Care = '1' (Yes, and would not live in the district if not in foster care)
    OR '2' (Yes, and would live in the district if not in foster care)
    and Resident District = '9888' (if parental rights have been terminated) or '9889' (if parents cannot be located or if parents live out of state)
    and Resident County = '00'(Other)

18. **Regular education** students who were eligible to receive a diploma with the class in which that student was enrolled, the class has graduated, and the student continues enrollment in the district to take courses provided by the district, or offered by a community college, or to take PSEO courses

19. **5-year-olds** that are being served in a district's preschool program only. This includes those 5 year olds participating in off-site SWVPP.

20. Resident students for whom the state or a state agency (e.g., the Board of Regents) pays tuition (262.43). NOTE: The most common example of this would be students whose parents reside on University property

    Entry Code = '15' (Tuitioned In State Paid)

    and Resident District = '0225' (Ames), '1044' (Cedar Falls), '3141' (Iowa City), '3645' (Lewis Central)

21. **Tuitioned In Nonresident Out-of State**: Residency means where the child is physically present for the purpose of making a home and not solely for school purposes, that place where the student mainly and substantially performs those acts which characterize a home, such as sleeping, sitting, eating, and receiving visitors (OAG #46-9-5(L), Iowa Code section 282.2, 1 D/P.I. Declaratory Ruling 1, 1 D.P.I Declaratory Ruling 8, and 1 D.P.I. Declaratory Ruling 80, Mt. Hope School District v Henderickson 1971 Iowa 191, 193)]. Guardianship does not establish residency for certified enrollment purposes. Those students are coded as follows:

    Entry Code = '10' (Tuitioned In Nonresident Out-of-State)

    and Resident District is 4-digit Code for State of Residence

22. Home-schooled students under PI, IPI or CPI who have requested testing from a district or AEA. These students are provided testing at no cost to the parent or guardian but are NOT eligible to be included in Certified Enrollment.

23. Home-schooled students under PI, IPI or CPI who have requested special education support services from the AEA. Since these students are not being served by the district, they are NOT eligible to be included in Certified Enrollment

APPENDIX I:
GLOSSARY

Resident Student: a child who is physically present in the district, whose residence has not been established in another district by law, or lives in a juvenile detention center, foster care facility, or residential facility in the district (IAC 282.1). No student can be a resident of more than one school district at the same time, and no student can be reported as more than 1.0 FTE.

Competent Private Instruction (CPI): Private instruction provided on a daily basis for at least 148 days during a school year, to be met by attendance for at least 37 days each school quarter, by or under the supervision of a licensed practitioner in the manner provided under IAC 299A.2 (licensed practitioner) or other person under IAC 299A.3 (nonlicensed person – parent, guardian, or legal custodian), which results in the student making adequate progress (IAC 299A.1).

Full-Time Equivalent (FTE): The number of periods of expected attendance of a student divided by the total possible number of periods of attendance for the year. For example, the FTE for a half-day, full-year kindergarten student would be calculated as follows:

(4 periods * 180 days) / (8 periods * 180 days) = 0.50

Home School Assistance Program (HSAP): Program which provides instruction or instructional supervision offered through a public school district by a teacher, who is employed by the public school district, who assists and supervises a parent, guardian, or legal custodian in providing instruction to a child. A home school assistance program is only available for students whose instruction is not otherwise supervised by a licensed teacher.

Jr Sr Rule: Resident regular education students who are in grades eleven or twelve who are attending the district in which they were resident students on the last day of the school year preceding their eleventh or twelfth grade school year under the junior-senior rule. Those students are not open enrolled and no tuition should be billed. Those students will be treated and counted as if they were resident students of the district that they were attending. However, if the students were already open enrolled prior to completing tenth or eleventh grade, then those students continue as open enrolled students. The junior-senior rule only applies to those that were not already open enrolled students at the time that they qualified for the jr-sr rule.

APPENDIX II:
FTE GUIDE

NONPUBLIC SHARED TIME STUDENTS – DISTRICT OFFERED CLASSES

The following guides are used for shared time nonpublic students (Entry Code = '8' Nonpublic Shared Time), regardless of their districts of residence, who are enrolled in public school classes, in which public school students are also enrolled, or are provided public school services in the public schools of your district that are not available to them in the accredited non-public schools they attend. The nonpublic MUST be located in your district (256.12(1)).

These guides do NOT apply to students who…

a. *Attend non-accredited nonpublic schools*
b. *Attend classes or receive services only at the nonpublic school location*
c. *Are under competent private instructions, dual enrollment, or participating in a home school assistance program*
d. *Attend courses taught by teachers shared with a nonpublic school*
e. *Attend courses taken during the summer months when school is not in session*
f. *Attend classes or receive services for which your district is paid tuition or otherwise reimbursed*
g. *Receive technology services or textbook services rather than enrolled in classes*

Nonpublic students must actually enroll in the public school for courses to be counted, and all services must be on the public school district premises to be counted for certified enrollment shared-time. Certain district-offered services provided in the district's building are eligible to be included as if they were classes, but the FTE of class periods divided by total class periods available in a school year is limited to 0.04 for guidance/counselors and 0.01 for health/school nurses.

The following services may be offered on nonpublic school premises, but the students are not included on the certified enrollment as share time:

a. *Special education health services*
b. *Title I/ remedial education programs*
c. *Special education diagnostic services for speech, hearing, and psychological purposes*
d. *Assistance with physical and communication needs of special education students with physical disabilities*
e. *Services of a special education interpreter*
f. *Other special education services provided at the discretion of the school district with the permission of the nonpublic school*

Count nonresident nonpublic students that are enrolled in special education classes provided within your district school buildings rather than on the nonpublic school premises. Your district will not bill the resident district for the 1.0 money portion of the special education tuition. Do not include nonpublic students in classes or for whom services are provided at the nonpublic school location rather than in the public school. Special education students served at nonpublic school sites are included in the special education count by their resident districts but not certified enrollment.

NONPUBLIC ELEMENTARY:

FTE = (# of periods of expected attendance in a week) / (# of periods in a week)

1 period in a 9 period day

# of times per week	1	2	3	4	5
FTE	**0.02**	**0.04**	**0.07**	**0.09**	**0.11**

1 period in an 8 period day

# of times per week	1	2	3	4	5
FTE	**0.03**	**0.05**	**0.08**	**0.10**	**0.13**

1 period in a 7 period day

# of times per week	1	2	3	4	5
FTE	**0.03**	**0.06**	**0.09**	**0.11**	**0.14**

1 period in a 6 period day

# of times per week	1	2	3	4	5
FTE	**0.03**	**0.07**	**0.10**	**0.13**	**0.17**

1 period in a 5 period day

# of times per week	1	2	3	4	5
FTE	**0.04**	**0.08**	**0.12**	**0.16**	**0.20**

1 period in a 4 period day

# of times per week	1	2	3	4	5
FTE	**0.05**	**0.10**	**0.15**	**0.2**	**0.25**

NONPUBLIC SECONDARY:

FTE = (# of periods of expected attendance in a day) / (# of periods in a day)

9 Period Day

# of Periods	1	2	3	4	5	6	7	8	9
FTE	**0.11**	**0.22**	**0.33**	**0.44**	**0.56**	**0.67**	**0.78**	**0.89**	**1.00**

8 Period Day

# of Periods	1	2	3	4	5	6	7	8
FTE	**0.13**	**0.25**	**0.38**	**0.50**	**0.63**	**0.75**	**0.88**	**1.00**

7 Period Day

# of Periods	1	2	3	4	5	6	7
FTE	**0.14**	**0.29**	**0.43**	**0.57**	**0.71**	**0.86**	**1.00**

6 Period Day

# of Periods	1	2	3	4	5	6
FTE	**0.17**	**0.33**	**0.50**	**0.67**	**0.83**	**1.00**

5 Period Day

# of Periods	1	2	3	4	5
FTE	**0.20**	**0.40**	**0.60**	**0.80**	**1.00**

4 Period Day

# of Periods	1	2	3	4
FTE	**0.25**	**0.50**	**0.75**	**1.00**

APPENDIX III:
FTE GUIDE

CPI DUAL ENROLLED AND/OR CPI HSAP STUDENTS

Enrollment Description	Entry Code(s)	CPI Dual Enrollment Indicator	FTE / Calculation	Example/Explanation
CPI Dual Enrolled for Academic Activities Only	6, 12, 21 or 27 – CPI Dual Enrolled	1 – Academics Only	Based on scheduled course load at time of file upload. Cannot exceed 0.75	Student takes 1 year long course in district with 8 periods per day, 2 semesters: FTE would be based on 2 of 16 periods = 2/16 or 0.13 FTE
CPI Dual Enrolled for Extracurricular Activities, Testing Only, or Special Education Support Services	6, 12, 21 or 27 – CPI Dual Enrolled	2 - Extracurricular Activities Only, 4 – Testing Only, or 5 – Special Education support services	0.00	FTE = 0.00 because attendance for extracurricular activities and testing only is not reported. Special education support services are provided by the AEA.
CPI Dual Enrolled for Academic and Extracurricular Activities	6, 12, 21 or 27 – CPI Dual Enrolled	3 – Both academics and extracurricular activities	Based on scheduled course load at time of file upload. Cannot exceed 0.75	Student takes 1 year long course in district with 8 periods per day, 2 semesters: FTE would be based on 2 of 16 periods = 2/16 or 0.13 FTE. **There is no additional FTE for extracurricular activities**
CPI HSAP	7, 13, 22, 28 – CPI HSAP	99 – Not Applicable	Minimum of 16 contacts per year / 180 = 0.08	HSAP instructor meets the minimum number of student-contacts as required by law.
CPI HSAP and Dual Enrolled for Academics	9, 14, 23, 29 – CPI Dual Enrolled and HSAP	1 – Academics Only	Based on scheduled course load at time of file upload. Cannot exceed 0.75	Student takes 1 year long course in district with 8 periods per day, 2 semesters: FTE would be based on 2 of 16 periods = 2/16 or 0.13 FTE **There is no additional FTE for HSAP participation.**

Enrollment Description	Entry Code(s)	CPI Dual Enrollment Indicator	FTE / Calculation	Example/Explanation
CPI HSAP and Dual Enrolled for Extracurricular Activities, Testing Only, or Special Education Support Services	9, 14, 23, 29 – CPI Dual Enrolled and HSAP	2 - Extracurricular Activities Only, 4 – Testing Only, or 5 – Special Education support services	Minimum of 16 contacts per year / 180 = 0.08	HSAP instructor meets the minimum number of student-contacts as required by law. **There is no additional FTE for extracurricular activities, testing, or special education support services**
CPI HSAP and Dual Enrolled for Academics and Extracurricular Activities	9, 14, 23, 29 – CPI Dual Enrolled and HSAP	3 – Both academics and extracurricular activities	Based on scheduled course load at time of file upload. Cannot exceed 0.75	Student takes 1 year long course in district with 8 periods per day, 2 semesters: FTE would be based on 2 of 16 periods = 2/16 or 0.13 FTE. **There is no additional FTE for HSAP or for extracurricular activities.**

APPENDIX IV:
FTE GUIDE
NONPUBLIC SHARED TIME AND CPI DUAL ENROLLED – PSEO COURSES ONLY

THIS GUIDE IS ONLY FOR NONPUBLIC AND CPI STUDENTS ENROLLED ONLY IN PSEO COURSES FROM REGENT UNIVERSITIES OR PRIVATE COLLEGES (i.e., non-community colleges):

FTE = (# of college credits x 50 x 16 weeks) / 28800

1 college credit hour (approx 50 mts per week):	FTE = 0.03
2 college credit hours (approx 2 hours per week):	FTE = 0.06
3 college credit hours (approx 3 hours per week):	FTE = 0.08
4 college credit hours (approx 4 hours per week):	FTE = 0.11
5 college credit hours (approx 5 hours per week):	FTE = 0.14
6 college credit hours (approx 6 hours per week):	FTE = 0.17
7 college credit hours (approx 7 hours per week):	FTE = 0.19
8 college credit hours (approx 8 hours per week):	FTE = 0.22
9 college credit hours (approx 9 hours per week):	FTE = 0.25
10 college credit hours (approx 10 hours per week):	FTE = 0.28
11 college credit hours (approx 11 hours per week):	FTE = 0.31

An eligible student for PSEO is an eleventh or twelfth grade student or a student who is identified as gifted and talented who is in the ninth or tenth grade

A pupil is not eligible to enroll on a full-time basis in an eligible post-secondary institution under the post-secondary enrollment options act.