Share Series

Date: 01/17/2025

Preparing for March Funding Formula.

I completely understand that your role is always buzzing with activity, and you are not sitting around looking for something to do. However, we have approximately 8 weeks before the March Snapshot and I've got some suggestions that can help you create an accurate snapshot to achieve the best outcomes for your district ahead of March's Funding Formula. Let's get started!

- Outside Enrollment Report – generate this report and forward it to the staff member in charge of processing invoices for CTE programs, charter schools, or state-operated schools. It is important for them to verify that all students are included. Please note that the students on this list correspond to those in your RADM.
    - If a name is not listed, please reach out to the school district that issued the invoice. The issue may stem from an incorrect entry in the district residence field on the student's record. After they correct this information, be sure to check the report again the following day to confirm the student is listed.
- Generate a submission report for each school and distribute it to the office for their validation or arrange a meeting with them to discuss the findings. Utilize Excel filters to identify students who have enrolled after the school year commenced or those who have left since the beginning of the year.
    - Are the dates correct?
    - Are students exited (showing an exit date) in fact gone?

- ○ Filter by grade level – are the counts correct?
- Duplicates - It is essential to regularly clear duplicates, ideally daily. Collaborate closely with one another to ensure accurate start and exit dates for each student are established.

Reminders

Match with the latest eDC and refresh your systems to keep the lunch codes current.

Are you all set with the attendance updates?

- Many schools log attendance at the door, and those need to be entered manually by the school clerks later. Let's make sure everything's recorded! Changing a day marked absent to tardy is another day in the RADM for your district to collect.

To ensure that all students are accounted for in enrollment, please utilize the Data Quality Dashboard available in the Resource Center. Pay special attention to the IEP Students who are not currently enrolled and work on resolving these issues.

Resources and Notes

Enrollment types included in the Funding Formula are ROGAN

- **R-regular enrollment**
- **O-outplaced**
- **G-GED**
- **A-Alternatively Placed**
- **N-Transition Students**

Funding Sources