

POLICY: State Aid Fall Enrollment Count

Effective: July 1, 2011

Purpose: To clarify where students may be counted in the district's state aid fall enrollment count when students are transferring between two public school districts on the count date or enrolling in virtual classes.

Statutes applicable to fall enrollment count:

13-13-10.1(2A) "Fall enrollment," the number of kindergarten through twelfth grade students enrolled in all schools operated by the school district on the last Friday of September of the current school year minus the number of students for whom the district receives tuition, except nonresident students who are in the care and custody of a state agency and are attending a public school and students for whom tuition is being paid pursuant to § 13-28-42.1, plus the number of students for whom the district pays tuition....

13-28-1.1. Enrolled student defined. As used in this title, a student is enrolled if:

- (1) The student is less than twenty-one years of age on the first day of July or the student is twenty-one years of age or older and is admitted to the school district pursuant to § 13-28-8; and
- (2) The student has not completed an approved program or graduated from high school; and
- (3) The student's parent or guardian resides within the school district, or in the case of an emancipated minor or an adult admitted to the district pursuant to § 13-28-8, the student resides within the district or the student has been properly assigned to the district or has been approved to attend school in the district under the terms of the enrollment options program established in § 13-28-40; and
- (4) The student is not simultaneously enrolled in any other school district and has not been excused from school attendance under the terms of § 13-27-1.1 or 13-27-2.

ARSD applicable to reporting of student enrollment data:

24:17:03:09. Student enrollment dates. Enrollment start date of a student is determined on the day, month, and year on which a student is admitted to a school or educational institution to include preschool. An enrollment end date is the day, month, and year of a student's last attendance in the school. The end date for graduating students shall be the last calendar day of the school unless the student graduates early, in which case the student is counted on the last required day of attendance.

24:17:01:06. Reporting percent of day enrollment. For the purposes of reporting day enrollment, a full-time student or 100 percent enrolled student is any student who is carrying a full course load. The term, full course load, means any student who is enrolled in at least five courses or is scheduled for a full school day. The term, full school day, means the amount of time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

24:17:01:07. Definition of preschool for data collection purposes. For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in kindergarten, and is receiving educational services from a public school district for a minimum of 128 hours. A full-time preschool student is a student who is enrolled in a program that operates at least 448 hours per year. For purposes of this data collection, students enrolled in programs operated for a lesser time shall be reported on a prorated basis as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for preschool students. This definition is intended exclusively for data collection and should not be used for any other purpose.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Effective July 1, 2011, the Department of Education Office of State Aid and School Finance, based on the above statutes and rules, will allow a student to be included in a district or school's state aid fall enrollment count only when provided instruction by the district or school on the last Friday of September or the student is assigned by the district or school and tuition is paid by the district.

Student enrollment data must be reported as follows:

- The enrollment end date will be the last day a student received instruction in a district/school.
- The enrollment start date is when the student is admitted to the district, however to be reported as 100% enrolled and included in the state aid fall enrollment the student must have been provided instruction by the district on the last Friday of September. If the student is admitted but has not yet attended or participated in any classes the student must have a percent of day enrollment of 0%.
- ARSD 24:17:03:06 requires districts to drop students with at least 15 consecutive days of unexcused absences. DOE will not generate any state aid fall enrollment count reports until after this timeframe has elapsed and districts have appropriately corrected any enrollments for which this rule is applicable.

Questions & Answers Regarding DOE Policy on State Aid Fall Enrollment Counts

1. A student submits an open enrollment application, which is approved by the district administrator. Can we enter and count this student for state aid fall enrollment?
If an open enrollment application is received, approved and the student is provided instruction (attends class) on the last Friday of September the student may be counted by the district based on the appropriate percent of day enrollment.
2. My districts does not meet on Fridays because we have a four day school week, if a student transfers to our district on that Friday may we include him/her in our district count?
The student may be admitted to the district and reported with a start date of the last Friday of September but his/her percent of day enrollment must be reported as 0% until the student attends classes (instruction is provided). The percent of day enrollment reported for the student will be based on the number of for-credit classes into which he/she is enrolled or if attending a full school day (see ARSD 24:17:01:06).
3. My district has parent/teacher conferences on the last Friday of September can a student have a start date of the last Friday of September and be included in the state aid fall enrollment?
See # 3 above – the student may have a start date of the last Friday of September but may not have a percent of data enrollment greater than 0% until the student has been provided classroom instruction.
4. A student attends part of the day in district A and then leaves and attends district B for the later part of the day, can both districts include this student in their state aid fall enrollment count?
Although this is an unlikely scenario it is possible and yes a student may be included in both districts but the sum of the percent of day enrollment may not exceed 100%. Both districts would need to report a percent of day enrollment that is reflective of the enrollment in their district on the last Friday of September.
5. Is it possible that student may not be included in any district or school's state aid fall enrollment count?
Yes, it is possible that a student transferring from one public school district to another public school district may not be included in either district's count. If the student ended their enrollment in district #1 on the last Thursday of September and did not attend class in district #2 until after the last Friday of September– this student would not be enrolled 100% in either district on the count date.
6. A student is admitted to the district and registers for 5 virtual classes that will start after the last Friday of September; can this student be enrolled and reported with a percent of day enrollment of 100%?
No, simply registering for classes is not acceptable. The student could be reported with a start date of the last Friday of September but the percent of day enrollment must be 0% until the student has received instruction in classes for which he/she is registered.

For example, if the student is receiving instruction for 3 of the 5 virtual classes for which he/she may be enrolled, this student may be reported with a percent of day enrollment of 60%. (see ARSD 24:17:01:06)