



## Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

---

To: Superintendents, Business Managers, Treasurers and Charter School Directors

From: Melissa K. Ambre, Director, Office of School Finance

Date: February 25, 2022

Subject: FY 2023 Average Daily Membership (ADM) Estimate

This memorandum is written to notify school officials that the Indiana Department of Education (IDOE) is requesting submission of an estimated ADM count for the FY 2023 state tuition support formula. School corporation and charter school officials can submit ADM estimates from Wednesday, March 2, through Wednesday, March 23, in the STN Finance Application Center.

The ADM estimate should include students in grades K-12. If IDOE does not receive an ADM estimate for a school corporation or charter school, IDOE will estimate an ADM. If a student **is** participating in a full-day kindergarten program, the student counts as one for ADM. If a student **is not** participating in a full-day kindergarten program, the student will count as one-half for ADM. IDOE will initially use an ADM estimate to calculate funding for the FY 2023 Basic Grant.

Officials will submit the ADM estimate in the School Finance Application Center at <https://stateaid.doe.in.gov/> Click on Corporation Information > Fall Count Estimate. An ADM estimate will appear in two columns titled 2022-2023 IDOE Forecasted Data (virtual and nonvirtual count) and 2022-2023 Corporation Forecasted Data (virtual and nonvirtual count). IDOE used the fall 2021 virtual and nonvirtual ADM counts as its estimate.

Please enter your nonvirtual and virtual estimated ADM count in the 2022-2023 Corporation Forecasted Data column. After all changes are made, click the Save All Changes button on the lower right-hand side of the screen. If no changes are made to the Corporation Forecasted Data column, the value in the Corporation Forecasted Data column will default to the IDOE count or an adjusted count.

For Honors, Career and Technical Education, and Special Education grants, IDOE plans to use fall 2021 counts until fall 2022 counts are final.

New charter school personnel should contact Melissa for additional information. Questions regarding this memorandum can be directed to Melissa or Amy at [schoolfinance@doe.in.gov](mailto:schoolfinance@doe.in.gov).