

**MEMORANDUM**

**TO:** Members of the Indiana State Board of Education

**FROM:** Melissa K. Ambre, Director  
Office of School Finance

**DATE:** March 23, 2018

**SUBJECT:** School Year 2018-2019 Average Daily Membership Count Dates

Pursuant to Indiana Code 20-43-4-2, the Indiana Department of Education (IDOE) will collect an average daily membership (ADM) count of students in the fall and in the spring. The IDOE respectfully requests the fall 2018 ADM count of the eligible pupils enrolled in each school corporation and charter school be held on September 14, 2018, which is the second Friday after Labor Day. (511 IAC 1-3-1(h)). Additionally, the IDOE respectfully requests that the information only spring 2019 ADM count date of the eligible pupils enrolled in each school corporation and charter school be held on February 1, 2019.

The IDOE will use the fall ADM counts to determine FY 2018 State Tuition Support basic tuition and complexity grant funding for each school corporation and charter school. The February ADM count date will be used for informational purposes under the law.

Thank you for considering this request.