

Student Primary Enrollment and ADM Reporting Responsibility

Section A: Terms

- 1) **Primary Enrollment Reporting:** Primary, or non-concurrent, enrollments as reported by Wyoming school districts to the Wyoming Department of Education on the WDE684, WISE Teacher / Course / Student Enrollment Report. Student primary enrollments are included in state accountability measures at the reporting district and school. Primary enrollment begins in the current school year the first day the student attends school or a Virtual Ed student first logs into the learning management system. Homeschooled students receiving services from the resident district may be reported with a primary enrollment (Wyoming public school virtual education programs, listed on the Virtual 307 website, are not homeschool programs).
- 2) **Concurrent Enrollment Reporting:** A concurrent enrollment occurs when a student is taking a course or receiving services outside the school where they are primarily enrolled. Concurrent enrollment cannot start prior to a primary enrollment record nor can it end after a primary enrollment.
- 3) **ADM Reporting:** Average Daily Membership (ADM) reporting consists of student level aggregate membership as reported by Wyoming school districts to the Wyoming Department of Education on the WDE600, Attendance and Membership Report. ADM is the process of determining the number of students in a school for purposes of funding the Wyoming funding model. Membership is the appropriate inclusion of a student in a school's student accounting records for all or part of day when the school is regularly in session, whether the student is physically in attendance or absent on that day. ADM is governed by W.S. 21-13-101(a)(i) and Chapter 8 Rules and Regulations.
- 4) **Resident District:** The resident district is where the student's custodial parent, guardian, or the emancipated student resides regardless of where the student attends school. For a student placed in foster care, the resident district is where the student attends school while in foster care. Students that are in the state's legal custody but not in foster care are residents of the district where the DFS field office is located. The resident district can change, however, in cases of court order placement where the resident district is specified by the court order.
- 5) **Court Ordered or Medical Necessary Placement of Students (COMPS):** COMPS is governed by W.S. 21-13-315 and W.S. 21-13-336.
Duties of the institution include:
 - Notify the resident school district when a student is placed at their facility
 - Communicate with the resident district to monitor the student's educational progress.

- Report the student in all required collections while the student is placed in the facility.
- Work with the resident district to transition the student back into public school.

Duties of the primary school district include:

- Communicate with the institution to monitor the student's educational progress.
- Continue to report the student in all required collections while the student is placed.
- Work with the institution to transition the student back into the resident school.

6) **Out-of-resident-district Parental Placement:** For a placement to be verified as an out-of-resident-district parental placement confirmation is required that:

- Placement is not court ordered
- Placement is not to a home-bound hospital setting
- Placement is not approved by the resident district IEP team and IDEA services were refused
- There is no resident district or Wyoming agency responsibility for the placement, payment of educational services, or delivery of educational services

Section B: Primary Enrollment and ADM Reporting Responsibility

DISCLAIMER: Guidance provided in this document is intended to provide assistance for most situations. Additional guidance may be required on a case by case basis.

The resident district is responsible for reporting both primary enrollment and ADM in all instances, including all types of student placements, with the exception of the following cases:

- 1) Cases where a non-resident Wyoming district assumes responsibility for reporting primary enrollment and ADM:
 - a. When a student is enrolled full-time in a virtual education program in a district the student is not a resident of pursuant to W.S. 21-13-330(g).
 - b. When a homeschool student is enrolled part-time in a virtual education program in a district the student is not a resident.
 - c. When a student has been admitted by a non-resident district in accordance with W.S. 21-4-501(b) or 21-4-502.
 - d. When an out-of-state student attends school in Wyoming in accordance with W.S. 21-4-505(b).
 - e. In the case of a (verified) out-of-resident-district parental placement where the placement includes delivery of educational services by a public school in a different (non-resident) Wyoming district.
- 2) Cases where the resident district is responsible to report primary enrollment and no ADM is reported by any Wyoming district:

- a. When the resident district receives reimbursement for an out-of-district special education student placement via the WDE401, Reimbursable Special Education Expenditures Report.
 - b. When a Psychiatric Residential Treatment Facility (PRTF) provides educational services under a W.S. 21-13-336 placement.
 - c. When a Court Ordered or Medically-Necessary Placement Facility (COMPS) provides educational services under a W.S.21-13-315 placement.
- 3) Cases where primary enrollment and ADM both cease to be reported by any Wyoming district:
- a. A (verified) out-of-resident-district parental placement where the placement does not involve any Wyoming public school district responsibility in the placement process or the delivery of or payment for educational services.
 - b. When a student attends school out-of-state in accordance with W.S. 21-4-505(a) [Except where specified in this section, this exclusion from primary enrollment reporting does not include placed students, e.g., court order placements, district IEP placements, W.S. 21-13-336 PRTF placements, Wyoming agency related placements (e.g. Dept. of Health, Dept. of Family Services), and parental placements].
 - c. After a student's tenth consecutive day of absence from school or sooner if the district receives confirmation that the student does not intend to return to school (e.g. transferred out of state, dropped out).
 - d. When a parent, guardian, or emancipated student moves out of state, the student no longer receives any Wyoming educational services, and no Wyoming district retains any legal responsibility to provide educational services.
 - e. When a student is removed from the public education system by a parent or guardian to home schooling or private schooling, pursuant to W.S. 21-4-102.
 - f. When a student leaves the country as part of a foreign education program.
 - g. When a student dies.

Section C: Guidance Related to Funding

- 1) No student shall be included in two or more schools' membership at the same time, whether those schools are in the same district or in different districts.
- 2) Students receiving homebound hospitalized services under W.S. 21-4-402 shall be claimed among the resident district's membership. Districts shall prorate the ADM for students not enrolled full-time.
- 3) Districts providing for the full-time enrollment of students in another district pursuant to W.S. 21-4-502(a) shall not include the students in ADM for purposes of the foundation program.

- 4) Students participating part-time in courses (including regular or virtual education) provided by a non-resident district shall be included in the membership of the resident district in accordance with W.S. 21-4-502(c).
- 5) Resident districts providing educational services directly to students placed in psychiatric residential treatment facilities pursuant to W.S. 21-13-336, students placed in COMPS facility pursuant to W.S. 21-13-315, or contracting with another district to provide the educational services, shall continue to include the student in membership for the proportionate share of services offered.