



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2009-144

TO: School District Superintendents
School District Business Managers
School District WISE Coordinators
School District Technology Directors

FROM: Amy Manley, School Foundation Program Consultant
Shadd Schutte, WISE Project Manager *SAS*

DATE: September 18, 2009

SUBJECT: Average daily membership policies regarding pre-enrolled students and students on extended vacations

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IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) has received questions concerning the calculation of Average Daily Membership (ADM), specifically on how to address extended student absences and pre-enrollment. The purpose of this memo is to clarify any inaccurate information that may have been provided by outside parties.

Consistent with the Chapter 8 Rules and Regulations, Section 10(c)(ii), "*All Wyoming schools shall not include in their membership those students for whom the school district is no longer actively or prospectively providing appropriate instructional services.*" Consecutive absences of more than ten (10) school calendar days shall not be included in the calculation of membership. This includes situations where a student is absent from school for more than the allowable ten days and does not meet the criteria of W.S. 21-4-402, regardless of whether or not the student takes homework with them. Per an Attorney General's opinion, students who are not in school are considered absent.

There is also confusion about counting or not counting pre-enrolled students. Per Chapter 8 rules and regulations, Section 10(c)(iii), students who do not attend a school in a Wyoming school district cannot be included in membership. For example, a student that pre-enrolls for

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a new school year and does not attend, cannot be counted. A student must be in attendance before he/she is considered a student for that year.

Chapter 8 rules and regulations in their entirety can be accessed at the following hyperlink: <http://soswy.state.wy.us/Rules/RULES/7210.pdf>. Please share this information with your student information system vendors. If you have questions regarding this information please contact Amy Manley at 307-777-6000 or Shadd Schutte at 307-777-3656.

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