

Unexpected School Closings (Snow Days) vs. Average Daily Membership (ADM)

This Tip Sheet has been created to explain how snow day waivers or unexpected school closings can affect ADM and how to report your school data in i4see so that Adequacy Aid is accurately calculated.

Background:

School districts are required to provide at least 180 academic days (360 half days) in each school year, or the equivalent number of hours. Equivalent hours are defined as 450 hours for kindergarten, 945 hours for grades 1-6, and 990 hours for grades 7-12, per [RSA 189:1](#) and [Ed 306.18](#). School districts are also required to schedule an *additional* 30 hours throughout the school calendar year for staff development and parent-teacher conferences, and a *further* 30 hours at the end of the school year to reschedule instructional time lost due to inclement weather, unexpected circumstances, or other emergencies, if needed.

If the total number of half days a school is in session changes, (e.g., a school reduces the calendar year to accommodate an excessive amount of snow days in that given year or a waiver is approved by the Department of Education to reduce the number of days in the school's calendar year) it is important to update the "School Data" section in i4see (see "How to update Half Days In Session & Closing Date" at the end of this document for instructions). The number of half days a school is in session is critical in calculating each student's Average Daily Membership (ADM), which is, in turn, used in determining Adequacy Aid.

ADM calculation example:

ADM for a student is the number of half days absent plus the number of half days attended, divided by the number of half days the school is in session for the school year. The calculation uses the "School Data" entered by the school in i4see.

ADM is equal to:

$$\frac{(\text{half days absent} + \text{half days attended})}{\text{half days in session}}$$

For example, in the case below, the number of half days absent plus the number of half days in attendance is equal to the number of half days in session. In this case, the student's ADM is 1:

$$\frac{(10 \text{ half days absent} + 350 \text{ half days attended})}{360 \text{ half days in session}} = 1 \text{ ADM}$$

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What to check if the ADM for a student is incorrect:

A student's ADM will vary based on how long that student was enrolled in your school compared to how long the school was in session. A student who was enrolled in your school for the *entire* school year should have an ADM of 1, while a student enrolled in your school for only half the school year would have an ADM of 0.5. If a student's ADM does not equal what is expected, you should verify the accuracy of the following data in i4see:

1. The number of half days absent and the number of half days attended entered in the student's records; and
2. The number of "Half Days in Session" entered in the "School Data" section in i4see.

Correct any errors in these data elements to ensure the student's ADM calculates accurately.

What to do if the number of instructional hours does not meet the required minimum due to unexpected closures:

Contact the School Approval program at the New Hampshire Department of Education at 603-271-8049.

How to update Half Days in Session & Closing Date:

In i4see go to "Schools" → "School Data". Select "Edit" next to the school you need to edit. Update the number of half days and the school closing date.

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School Data

POSTED 5/14:
*****MOY batches do not need to be Certified, but please try to have them District Verified by !**

Please remember, MOY records are visible in the SASID details screen until June 1. While going through your Anoma search feature to identify other districts that may be causing conflicts with your data

Thank you!

Hello Gretchen Tetreault

District: 41 - Bedford

SAU: 25 - Bedford SAU Office

Color Scheme: Choose:

School Data

i4See Calendar

School Annual Data 2017 - 2018 Select Year: 2017 - 2018 [Instructions for Updating the School Annual Data Information](#)

	DistName	SchId	OrgName	Opening Date	Closing Date	Half Days In Session	Min Grade	Max Grade	Title I Status Code	Pre School	Readiness	FullTime Kindergarten	Principal Name	Principal Email	Principal Salary	Maximum GPA	Credits Needed To Graduate
Edit	Bedford	20990	Memorial School	8/29/2017	6/13/2018	360	K	4	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

For more information, please contact the i4see Help Desk at i4see.help@doe.nh.gov or call 603-271-2775.