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School Finance Newsletter from the Indiana Department of Education

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Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

School Finance Newsletter

This monthly newsletter from the Indiana Department of Education (IDOE) combines new information, resources, and support for school finance professionals in a single location.

Office of School Finance

Fall 2024 Average Daily Membership (ADM) Estimate

The window for school corporations and charter schools to submit a Fall membership estimate is open until Friday, March 22. For more details, please read this [memo](#). Contact the [Office of School Finance](#) with any questions.

Form 9 Financial Reporting for January to June 2024

Please read this [memo](#) regarding Form 9 accounting changes for January to June 2024. Contact [the Office of School Finance](#) with any questions.

Summer School Estimates

The window to submit the Estimated Cost Report for Summer School 2024 is open until Monday, April 1. Please read this [memo](#) for information regarding eligible courses, important dates, and financial provisions. Detailed information about the summer school programs and how to report is included in this [presentation](#). Contact [Teresa Hemmerle](#) or [Alex Waite](#) with any questions.

Choice Scholarship Program

Choice School Applications

The window to apply to participate in the Choice Scholarship Program for the 2024-2025 school year is open. Schools are required to apply for each year they wish to participate, even if they participated in prior years. The application materials are posted on the Choice Scholarship Program [website](#) and in the Non-Public School Community in [Moodle](#). The deadline to apply for the 2024-2025 Choice Scholarship Program is Sunday, September 1.

Choice Student Applications

The student application for period 1 Choice awards is open through Sunday, September 1. Schools must first apply and be approved to participate in the 2024-2025 program to have access to the student application. It is recommended that you review applications regularly for accuracy. Information on student Choice applications can be corrected through the last submission date, Sunday, September 1.

Some reminders regarding common error messages:

- If the student's SE/SV record is not found with a student who has an Indiana IEP, submit the application. It will then go to a pending status and a specialist will verify the student's special education eligibility. Please contact ChoiceSchool@doe.in.gov if you have a pending student application.

- If you get a message that the Reference ID does not match the STN of the student, email the STN and Reference ID number to ChoiceSchool@doe.in.gov. We will verify the information and if it is correct, the match will be made so that the student's application will accept the Reference ID number.

Enrollment

All students enrolled in your school should have enrollment reported in Data Exchange. If a student is withdrawn, an exit date is required to be reported. Do not delete the enrollment record. Entry and exit dates must be reported within five days of the student's enrollment or withdrawal. If a student has missed 20 consecutive school days, the last day the student attended should be reported as their exit date. All entry and exit dates should be dates that are reported as instructional days on your school calendar.

Monitoring Reports

The next update of Choice School monitoring reports will be placed in your school Google folder by the end of the day today, Friday, March 15.

Spring Choice Payment

The next payment of Choice funds will be deposited into school accounts later this month. When those calculations are final, the payment letter with the school total and the payment amount per student will be posted in your school Google folder and you will receive an email notification of their availability.

Special Education Reporting

For those Choice schools that have been selected as the special education service provider for Choice Scholarship students, special education data should be reported in Data Exchange. The Census Date is Monday, April 1. The Certification deadline is Friday, April 12.

Choice Shadow Program

The Choice Shadow Program is intended to assist new schools and new staff at experienced schools with their processes for submitting student Choice applications. Any school personnel interested in participating in the Choice Shadow Program can register for a visit using the Choice Shadowing Program [Request Form](#), posted in the Non-Public School Community in [Moodle](#). Space is limited, so please sign up if you are interested.

Choice Office Hours

The next sessions of office hours for the Choice Scholarship Program will be conducted on Wednesday, April 10. The link to join office hours is posted in the Non-Public School Community in Moodle. The meetings begin on the half hour, with the first session starting at 9 a.m. ET and the last session beginning at 11 a.m. ET.

Communication

If you have any changes in school personnel, complete a Choice Contacts Form. The form can be found in the Choice Scholarship Program Documents in the Non-Public School Community in [Moodle](#). When sending email, be sure to identify your school number in the subject line. As a reminder, when emailing regarding a student, to be in compliance with FERPA, do not include both the student name and STN in the same email.

Performance Based Accreditation

The submission window for non-public schools to submit a petition for performance-based (state) accreditation is open through Tuesday, April 30. The petition may be found [here](#). Contact School Accountability with questions.

Upcoming Dates



Friday, March 22	Fall 2024 Average Daily Membership (ADM) Estimate Deadline
Monday, April 1	Summer School 2024 Estimated Cost Report due
Wednesday, April 10, from 9 a.m. ET to 11:30 a.m. ET	Choice Office Hours

Friday, April 12	Choice Special Education Service Provider Certification Deadline
Tuesday, April 30	Performance Based Accreditation Petition Deadline
Sunday, September 1	Choice Scholarship Program Application Deadline
Sunday, September 1	Period 1 Choice Student Application Deadline

Additional Resources

- [IDOE's Finance webpage](#)
- [IDOE's Data Exchange webpage](#)
- [Moodle Finance](#)
- [LINK Portal](#)
- [IDOE's Indiana Choice Scholarship Program webpage](#)
- [Moodle Non-Public School Community](#)



Department News

- [02/27/24 Career Scholarship Account Program Now Accepting Applications to Connect Employers to Indiana Students](#)
- [02/16/24 Indiana Honors Schools Meeting the State's 95% Literacy Goal](#)
- [02/09/24 Indiana Department of Education Announces Recipients of High-Quality Summer Programming Grant](#)
- [02/07/24 Indiana Department of Education Deploys Latest Round of Enhancements to the Indiana GPS Dashboard](#)

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