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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

Public School Summer School Reimbursement

The window to submit final 2024 summer school costs is now open. Instructions for submitting summer school costs can be found in this [memo](#). The deadline for submitting 2024 summer school costs is Sunday, September 15. Email [Teresa Hemmerle](#) or [Alex Waite](#) with summer school questions.

School Year 2024-2025 Average Daily Membership (ADM) Count Dates

The fall 2024 ADM count date of the eligible pupils enrolled in each school corporation and charter school is Tuesday, October 1. Please read this [memo](#) regarding the count date. Contact the [Office of School Finance](#) with any questions.

New Form 9 Process Coming

IDOE's Office of School Finance is pleased to announce the launch of a new project focused on collecting school financial data in the Data Exchange (DEX) system. For more information, please see this [memo](#). The target go-live date for this project is summer 2025.

Choice Scholarship Program

Regional Meetings

Choice specialists will travel to present Choice Program content at regional meetings in September. The agenda for the meeting includes information regarding beginning of year reporting, curricular materials, Choice Scholarship Education Plan (CSEP) Collection, period 2 Choice student applications, monitoring reports, corrective action, and the school visit and Audit Process. Register using [JotForm](#) if you plan to attend. Registration information allows IDOE to prepare sufficient materials for all attendees. Each meeting begins at 9 a.m. local time.

- Wednesday, September 4, in Seymour – Immanuel Lutheran School, 520 S. Chestnut St., Seymour, IN 47274
- Thursday, September 5, Indy South – Roncalli High School, 3300 Prague Rd., Indianapolis, IN 46227
- Friday, September 6, Indy North – Saint Luke Catholic School, 7575 Holiday Drive E., Indianapolis, IN 46260
- Wednesday, September 11, in Evansville – Welborn Baptist Foundation, 20 NW 3rd St., Evansville, IN 47708
- Friday, September 13, in Fort Wayne – LCMS District Office, 1145 S. Barr St., Fort Wayne, IN 46802

- Wednesday, September 18, in LaPorte – Saint John’s Lutheran School, 111 Kingsbury Ave., LaPorte, IN 46350
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Choice School Applications

The application window to participate in the Choice Scholarship Program for the 2024-2025 school year is open. All application materials are posted in the Non-Public School Community ([Moodle](#)) and on IDOE’s [Choice webpage](#). The school approval process can take up to two weeks and the student application closes on Sunday, September 1. Contact ChoiceSchool@doe.in.gov for more information.

Choice Student Applications

The student application for period 1 Choice Scholarships is open through Sunday, September 1. Late submissions will not be accepted. Additional notes regarding student applications:

- The application closes on a Sunday and IDOE staff will not be available to assist. If you need assistance with an application, the email notification must be sent to ChoiceSchool@doe.in.gov before the application closes at 11:59 p.m. ET on Sunday, September 1. This includes notifying IDOE when the student STN and the reference ID for the student need review.
- Applications submitted within the application window that are pending verification of special education eligibility will be reviewed. Late submissions will not be accepted. Please be sure to enter the information on the application and hit the ‘save’ button to get the submission on file.
- It is highly recommended that the school review information on the School Choice Scholarship Report, located in the [STN Application Center](#). This report includes all information reported on a student’s application. The report lists every student who has an application submitted at your school. If a student is not listed, they do not have a Choice Scholarship Award. School personnel can compare the list of students on the School Choice Scholarship Report to the school’s roster to verify that all intended applications have been submitted.
- It is highly recommended that the school review the CS-SE Report, located in the [STN Application Center](#). This report lists all students who have indicated that they are eligible for special education services on their Choice student application and lists the service provider that was reported for the student. Schools should review carefully to ensure that the correct service provider (either the Choice school or the public school corporation) has been reported.

Applications can be edited and submitted through 11:59 p.m. ET on Sunday, September 1.

Choice Scholarship Education Plans (CSEPs)

Students who are eligible for special education services and have selected the Choice school as the service provider must have a CSEP developed within 10 days of the student’s enrollment. Choice schools will submit the CSEPs in a secure folder that will be provided to the school’s special education contact person. IDOE’s Office of Special Education developed and posted resources for Choice schools in the [Non-Public School Moodle Community](#). Resources include a CSEP Writing Guide, CSEP Template, and a CSEP Rubric.

Choice Documents

All documents for the Choice Scholarship Program for schools are now posted in the Non-Public School Community ([Moodle](#)). The information has been updated for the 2024-2025 school year. Newly posted content includes:

- 2024-2025 Choice Calendar for Schools
 - 2024-2025 Choice Calendar Checklist
 - 2024-2025 Choice Scholarship Certification slides
 - 2024-2025 Choice Scholarship Annual Conference slides
 - 2024-2025 Choice Scholarship Annual Conference recordings of presentations
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Beginning of Year Data

The first data reporting requirement for the school year is to report the school calendar in [Data Exchange](#). The school calendar is required to be reported at least five days prior to the beginning of the school year and must be reported before any other data will be accepted. If you need assistance with data reporting, review content posted in the [Knowledge Hub](#). If additional information is needed after reviewing content posted in the Knowledge Hub, contact your SIS, if the SIS is unable to assist, submit a [help desk ticket](#). More information regarding school calendar may be requested at schoolaccountability@doe.in.gov.

Monitoring Reports

The final monitoring reports for the 2023-2024 school year have been posted in the school’s Google folder. The first report for the 2024-2025 school year has also been posted to the folder. If you have any questions regarding information on the monitoring report, please contact your Choice specialist. If you are unsure of who is your Choice specialist, email your question to ChoiceSchool@doe.in.gov.

Communication General Reminders

- In order to be in compliance with [FERPA](#) regulations, never include both student name and STN in the same email.
- When sending an email, schools should always include the school number in the subject line.

Schools should send an updated contact form when there has been a change in school personnel. The form can be found in the Choice Scholarship Program Documents folder in the Non-Public School Community ([Moodle](#)).

Office Hours

Mark your calendars to attend office hours. These meetings begin with a short agenda and then open up to discussion of any content requested by attendees. The link to join the meetings is posted in the [Non-Public School Community](#). The same link is used for each session of office hours. Plan to attend one or more sessions, the agenda remains the same, but different discussion may occur during each time. Attendance at office hours is not required or monitored. The next date to join a meeting is Tuesday, October 8. Office hours are not offered during September due to the Choice Regional Meetings. Sessions begin at the following times and end when there is no additional discussion:

- 9 a.m. ET with Kathryn Roth
- 9:30 a.m. ET with David Ryan
- 10 a.m. ET with Grace Miller
- 10:30 a.m. ET with Ashley Salaza

Summer School Reimbursement

Schools that reported estimated costs by the April deadline and hosted summer school may report final costs for inclusion in the reimbursement of summer school costs. The Summer School [Final Costs Report](#) is required for reimbursement. The report is currently open for submissions and closes on Sunday, September 15. Additional information is available in the Non-Public School Community ([Moodle](#)). Email [Teresa Hemmerle](#) or [Alex Waite](#) with summer school questions.

Curricular Material Reimbursement

Choice schools that do not include the cost of curricular materials in tuition may submit a webform to request partial reimbursement. Additional information will be posted closer to the deadline. Qualifying students are reported in Data Exchange, and students must be enrolled and expected in attendance on Tuesday, October 1, to be eligible for inclusion. Questions regarding curricular material reimbursement can be directed to DOEttextbooks@doe.in.gov.

Upcoming Dates



Monday, July 29	Final Instructional Costs Report submission window opens
Sunday, September 1	Choice Scholarship Program Application Deadline
Sunday, September 1	Period 1 Choice Student Application Deadline
Wednesday, September 4, 9 a.m. ET	Choice Regional Meeting, Immanuel Lutheran School, Seymour
Thursday, September 5, 9 a.m. ET	Choice Regional Meeting, Roncalli High School, Indy South
Friday, September 6, 9 a.m. ET	Choice Regional Meeting, Saint Luke Catholic School, Indy North
Wednesday, September 11, 9 a.m. CT	Choice Regional Meeting, Welborn Baptist Foundation, Evansville

Friday, September 13, 9 a.m. ET	Choice Regional Meeting, LCMS District Office, Fort Wayne
Wednesday, September 18, 9 a.m. CT	Choice Regional Meeting, Saint John's Lutheran School, LaPorte
Sunday, September 15	Final Day to Submit Summer School Costs
Tuesday, October 1	Fall ADM Count Date

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

- 08/14/24 Stakeholder Feedback Drives Significant Updates to Second Draft of Indiana Diploma Proposal
- 08/14/24 Indiana's Third Grade Literacy Rates Increase for Third Consecutive Year
- 08/07/24 Indiana Department of Education Announces 2025 Indiana Teacher of the Year Top 10 Finalists

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