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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

2024 Required Fee Survey

House Enrolled Act (HEA) 1243 requires public schools to annually report all student fees charged to families for activities, events, or supplies used during the school day. The fee survey is not intended to collect fees charged for students to participate in extracurricular activities. Please see [this memo](#) regarding the statutorily required fee study. All public school corporations must submit this survey to IDOE by Thursday, October 31.

Fall Count Day is Tuesday, October 1

School corporations are encouraged to check their data validations in the Data Exchange Validation portal to ensure that the October certification data are accurate. The October certification includes membership and multilingual learner counts that generate funding in the state tuition support formula. Please work with your Student Information System vendor and/or data reporting staff if you need assistance.

Curricular Material Information Collection

Curricular material cost information will be collected during the month of October. Please review Dr. Jenner's weekly email on Friday, September 27, for more information.

Choice Scholarship Program

Choice Regional Meetings

Thank you to all who attended the Choice regional meetings. IDOE staff appreciates the opportunity to meet in-person. The slides and handouts are posted in the Non-Public School Community in Moodle.

Choice Student Application

The period 1 Choice student application submission period is closed. Choice specialists are continuing to review student application data for accuracy, schools may be contacted with any questions. The period 2 Choice application submission begins on Friday, November 1, and closes Monday, January 15. Period 2 Choice awards are ½ year awards. Contact your Choice specialist or ChoiceSchool@doe.in.gov with any questions.

Membership

Choice student membership data is reported in Data Exchange. Choice students should be reported with type "10" for funding. Students reported with a code for "Attendance" will not be included in the Choice payment. Schools may review and correct data currently, review the rosters from the October certification tab in Data Exchange. Only students enrolled on the Census date, Tuesday, October 1, can be included in

Membership certification. Schools should work with their SIS to correct student information. Submit a helpdesk ticket if the SIS is unable to resolve the problem. IDOE does not broker the resolution of conflicts after the certification date. Schools should review membership data and contact any schools with conflicts to resolve these before the end of certification.

Enrollment

All students enrolled in the Choice school must have enrollment reported for the student. An entry date is required within five days of the student's enrollment at the school; an exit date is required within five days after the student's withdrawal. A student who leaves the school should be reported with an exit date, the enrollment record should not be deleted. Schools should also review and correct enrollment data for any student that has multiple enrollment records. Students that do not have enrollment data reported will not be included in a Choice payment.

Endorsement Forms

The window to upload signed endorsement forms is open through Friday, October 18. Directions on how to download and upload the endorsement forms is posted in the Non-Public School Community in Moodle. Choice students must have a signed endorsement form uploaded to the STN Application Center by the deadline in order to receive a Choice payment. Payment will not be made for any student that does not have an endorsement form uploaded. Contact your Choice specialist or ChoiceSchool@doe.in.gov with any questions.

Curricular Material Assistance

Non-public schools may participate in the Curricular Material Assistance (CMA) program. Student level data is reported through Data Exchange and an additional webform submission is required. The link to the webform and additional information about the collection will be posted in the Non-Public School Community in Moodle at a later date. If you have any questions about curricular materials, please email doetextbooks@doe.in.gov.

Alternative Household Application for Free and Reduced Eligibility

The new [Alternative Household Application for Free and Reduced Eligibility](#) form has been released (replacing the former Textbook Rental Assistance form). Contact Titel@doe.in.gov with any questions.

Bank Information

If your school is new and has not yet received state distributions or if your school has changed banks, W-9 and Direct Deposit forms are required to be completed. Due to processes for keeping the information secure and preventing fraud, it can take up to three weeks after receiving complete and accurate forms for the new vendor or bank update information to be complete. To prevent delay of payments, do not delay if you have not yet submitted the forms. Copies of these required forms are posted in the Non-Public School Community in Moodle.

2024-2025 Formative (Interim) Assessment Grant Distributions

The Indiana State Board of Education (SBOE) approved 2024-2025 Formative (Interim) Assessment Grant distributions. Review [this memo](#) for details. Access [this spreadsheet](#) to confirm your school's approved distribution. IDOE will distribute funds to schools by Monday, September 30. IDOE provides funds to schools via electronic deposit. Schools do not need to take any additional action to receive funds. Contact IDOE's [Office of Student Assessment](#) with additional questions.

School Improvement Plan (SIP) Submissions Due Friday, October 4

IDOE's Office of School Support and Transformation is accepting Comprehensive Need Assessment (CNA) and SIP submissions through Friday, October 4, on this [JotForm](#). In accordance with IC 20-31-5-1, public and state-accredited non-public schools must develop a strategic and continuous three-year SIP, and review these plans annually. All schools identified as Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), or Targeted Support and Improvement (TSI) are required to submit SIPs and CNAs annually. All other schools must submit SIPs during the 2025-2026 school year. Use of IDOE's ESSA-aligned [SIP template](#) is recommended, however, schools may use any template as long as all required portions are included. This [memo](#) provides additional information. Contact IDOE's [Office of School Support and Transformation](#) with any questions.

2024-2025 Graduation Pathways Office Hours

Graduation Pathways office hours will be held on the first and third Tuesday of each month during the 2024-2025 school year. Office hours are open to any educators who have questions or concerns regarding current graduation pathways requirements, Indiana Code and how to best serve students. Use [this](#) document for dates, times, and links. Contact IDOE's [Office of Student Pathways and Opportunities](#) with any questions.

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 ten days of the student's enrollment. Choice schools will submit the CSEPs in a secure folder by Tuesday, October 1.

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 and not monitored. The next date to join a meeting is Tuesday, October 8. 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 Salazar
- 11 a.m. ET with Emma Wenzel

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](#)).

Upcoming Dates



Tuesday, October 1	Fall ADM Count Date
Friday, October 4	SIP submissions due
Tuesday, October 8, 9 a.m. through 11 a.m. ET	Choice office hours
Friday, October 18	Deadline to submit signed endorsement forms
Thursday, October 31	Fee Study Survey due
Friday, November 1, through Monday, January 15	Period 2 Choice Application Window

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

- **09/19/24** More Students Have Access to a High-Quality Special Education Teacher Following Strategic Investments in Indiana's Educator Pipeline
- **09/11/24** Chronic Absenteeism Improves in Indiana for Second Year in a Row, Still Higher than Pre-Pandemic
- **09/06/24** Third Annual Red Carpet Event Celebrates Indiana's Top Schools and Educators
- **09/04/24** Indiana Department of Education Announces Indiana Teacher of the Year Top Three Finalists

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