State and Federal ADM Reporting Instructions



Office of Budget and School Funding
Office of Federal Programs
Office of Field Services





Department of Education & Workforce

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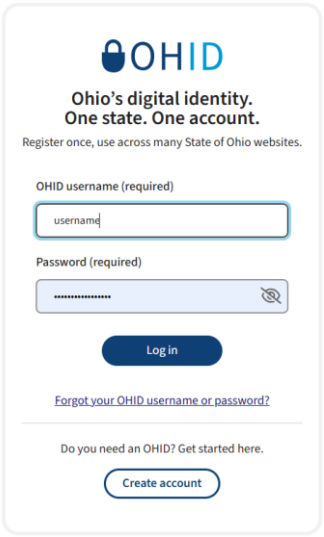
Department of Education & Workforce

Introduction and General Information

The *State and Federal ADM Reporting Instructions* are available to nonpublic school programs personnel as a guide for reporting the state and federal average daily membership (ADM) including instructions and procedures. Both the state and federal ADM applications are submitted in the Nonpublic Data Systems (NPDS) program within the OH|ID Portal.

Instructions

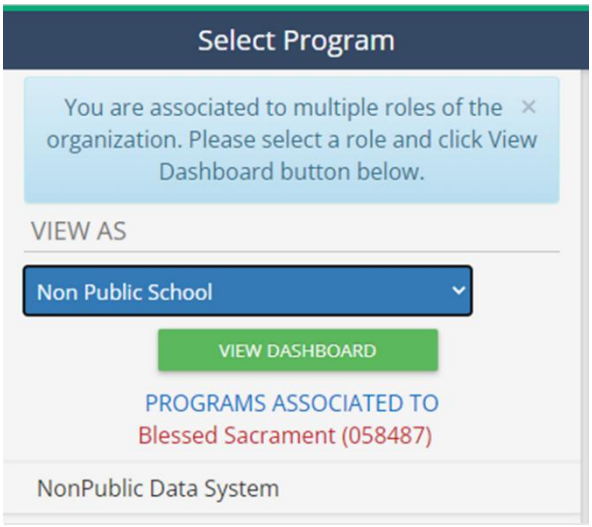
1. Sign in to your OH|ID Portal.



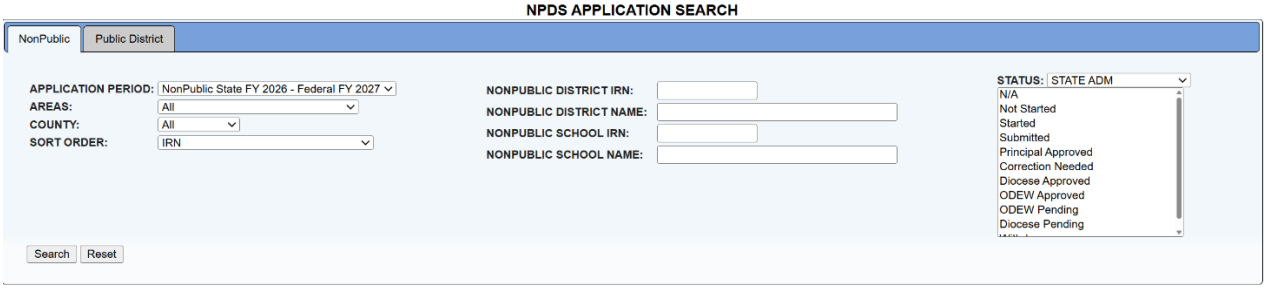
2. Select Nonpublic Data System from applications (My Apps).
    a. Only the principal and nonpublic data entry person named in OEDS have access.



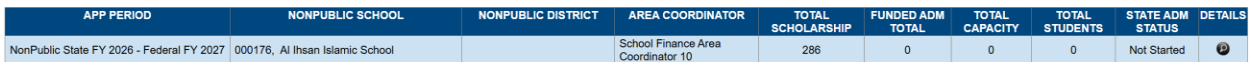
3. On NPDS Dashboard screen, click three bars before *Select Program* (upper left corner).
    a. Select Nonpublic Data System in left box.



4. Nonpublic school's *Nonpublic Application Search* page appears.
    a. Your nonpublic school's name appears.
    b. Under Status (right side), open drop-down box and click *State ADM*.



5. Under *Result(s) Returned* (bottom), be sure the fiscal year is correct: Nonpublic State FY 2027 - Federal FY 2028.
    a. Click the *Detail* button at the end of the line.

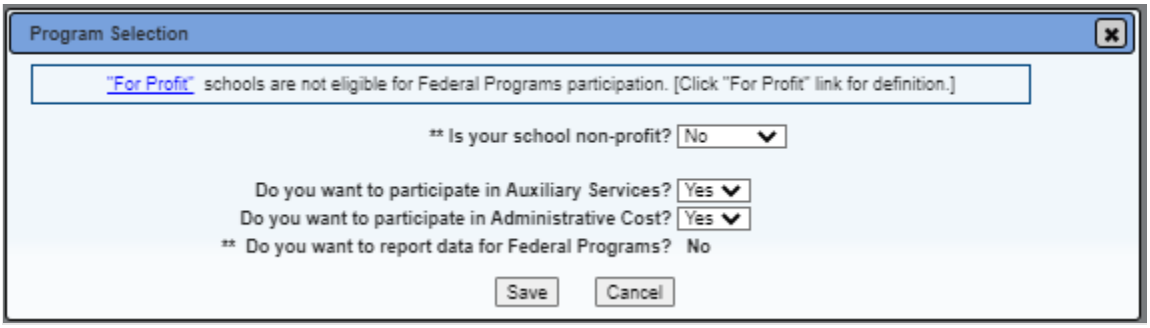


APP PERIOD	NONPUBLIC SCHOOL	NONPUBLIC DISTRICT	AREA COORDINATOR	TOTAL SCHOLARSHIP	FUNDED ADM TOTAL	TOTAL CAPACITY	TOTAL STUDENTS	STATE ADM STATUS	DETAILS
NonPublic State FY 2026 - Federal FY 2027	000176, Al Ihsan Islamic School		School Finance Area Coordinator 10	286	0	0	0	Not Started	

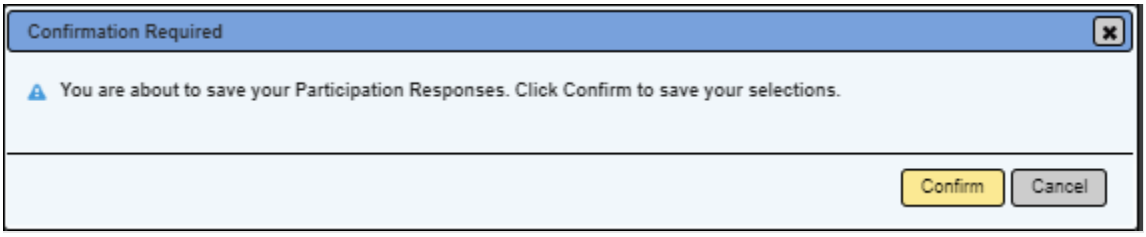
6. Note the different tabs on the bar under the school's name (Overview, Program Selection, State ADM, Aux Services, Admin Cost).
    a. Click the "Program Selection" tab.
    b. Indicate if school is a non-profit organization.
    c. Indicate Y (Yes) or N (No) to participate in:
        - Auxiliary Services
        - Administrative Cost
        - Federal Programs

- Title I-A - Improving Basic Programs
- Title II-A - Supporting Effective Instruction
- Title III - Language Instruction for English Learners
- Title III-Immigrant
- Title IV-A - Student Support and Academic Enrichment
- IDEA-B Special Education.

d. Click *Save*.



e. Click *Confirm* on the confirmation pop-up page.



f. Click *OK* to confirm program selection was successfully saved.

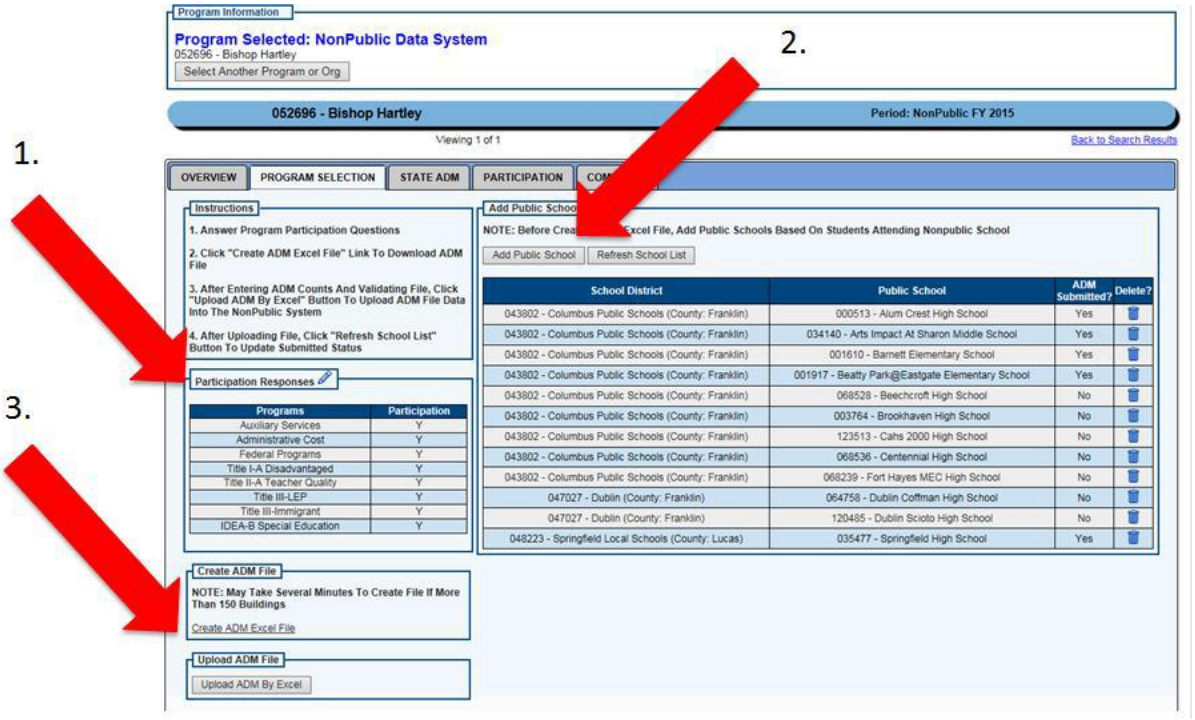


7. Nonpublic users will have the option to import the list of schools used in the prior fiscal year. The nonpublic would then remove schools that are no longer needed and add schools for which you would like to report data. These are the public buildings that the students at the nonpublic school would have been attending. It is very important that the nonpublic school **only** select buildings from which there are federally disaggregated data (low income, English Learner or Eligible Children with Disabilities).

a. Click the button that says *Add Public School*. From the drop-down menu, choose the Public District. Notice the district name, IRN and county are listed. This will help ensure the correct district has been selected. A list of buildings associated with that public district will appear. Check the boxes to indicate the schools for which you will report data. You may choose as many public districts/schools as needed (see #2 below).

b. If you need to remove a public building, click the trash can icon on the right side of the row. If you do not use the trashcan to remove schools you are not reporting for, you **will** create a relationship with that district that will require a consultation. If you do not have federally disaggregated data for a public building, use the trashcan to remove it from the list.

c. Once all public buildings have been selected, click *Create ADM Excel File*. This will create the Excel spreadsheet in which the nonpublic will enter the data (see #3 below).



Arrow 1: Program Selection area. Arrow 2: The assigned public district. Arrow 3: Create ADM Excel File.

8. On the Participation Selection tab, click *Create Adm Excel File*.
   a. Once you open this file, you may notice a security warning at the top. If that happens, please click on the *Enable Editing* button.
   b. Using *Save* As menu option, save your ADM file to your computer and close Excel. Re-open ADM file in Excel.

c. Add State-level ADM data into State ADM tab.
d. If participating in Federal funds and Federal ADM tab appears, add Federal level ADM data into Federal ADM tab. For nonpublic schools not participating in Federal programs, the Federal ADM tab will not show.
e. After you enter all ADM data, save your ADM file to your computer.

9. On the Participation Selection tab, *Upload ADM File*.
    a. Select Upload *ADM by Excel*.
    b. Choose your ADM file saved to your computer.
    c. Select Upload ADM File.
10. Click the *State ADM* tab.
    a. Verify data are correct.
    b. If corrections are needed:
        i. Click the pencil icon next to section needing corrections.
        ii. Enter the requested enrollment, staff data, etc., in the pop-up window that appears for each section as applicable.
        iii. Click *Save* in each section after entering your data.
        iv. Click *OK*.
    c. If no corrections are needed or after corrections are made:
        i. Within the yellow Current Status box, click *Submitted* under Update State ADM Status To.
        ii. The principal must click the *Principal Approved* link under Update State ADM Status To.
    d. The application is complete.
    e. The application is awaiting either Diocese Approved or ODEW Approved status.
11. A Comments tab is available on the tool bar for any comments the nonpublic school may wish to make.

Roles and access

WHICH ROLES CAN CHANGE A STATE ADM APPLICATION STATUS?

Table 1: Which Roles Can Change a State ADM Application Status?

Status	Data Entry – Nonpublic Program	Principal	Diocese	Ohio Department of Education and Workforce
N/A	Cannot Change	Cannot Change	Cannot Change	Cannot Change
Not Started	Started	Started	Cannot Change	Started
Started	Submitted	Submitted	N/A	N/A
Submitted	Cannot Change	Principal Approved	Cannot Change	Cannot Change
Principal Approved	Cannot Change	Cannot Change	Diocese Pending*	ODEW Approved or Correction Needed
Correction Needed	Submit	Principal Approved	Cannot Change	Cannot Change
Diocese Pending	Cannot Change	Cannot Change	Correction Needed or Diocese Approved	Correction Needed
Diocese Approved	Cannot Change	Cannot Change	Cannot Change	ODEW Approved or Correction Needed
ODEW Pending	Cannot Change	Cannot Change	Cannot Change	ODEW Approved or Correction Needed
ODEW Approved	Cannot Change	Cannot Change	Cannot Change	Correction Needed
Withdrawn	N/A	N/A	Cannot Change	Started

**Automated Status Change*

Table reflects status sorted by role.

WHICH ROLES CAN CHANGE A FEDERAL ADM APPLICATION STATUS?

Table 2: Which Roles Can Change a Federal ADM Application Status?

Status	Data Entry – Nonpublic Program	Principal	Diocese	Ohio Department of Education and Workforce
N/A	Cannot Change	Cannot Change	Cannot Change	Cannot Change
Not Started	Started	Started	Cannot Change	Started
Started	Fed ADM Uploaded	Fed ADM Uploaded	Cannot Change	Fed ADM Uploaded
Fed ADM Uploaded	Participation Started	Participation Started	Cannot Change	Cannot Change
Participation Started	Participation Submitted	Participation Submitted	Cannot Change	Cannot Change
Participation Submitted	Cannot Change	Nonpublic Principal Approved	Cannot Change	Cannot Change
Nonpublic Principal Approved	Cannot Change	Cannot Change	Cannot change	ODEW Approved or Correction Needed
Correction Needed	Participation Submitted	Participation Submitted	Cannot Change	Cannot Change
Public Approved	Cannot Change	Cannot Change	Cannot Change	Correction Needed

Table reflects status sorted by role.

Program Selection Tab

Auxiliary Services is the allocation of payments for materials, equipment, textbooks, digital texts, health services, and remedial services in nonpublic elementary and high schools. Additional information can be found on the department's website.

Administrative Cost is an annual reimbursement for chartered nonpublic schools for the actual mandated service administrative and clerical costs incurred by such schools. Additional information can be found on the department's website.

Federal Programs Equitable services under federal programs includes participation in Title I, IIA, III, IVA and IDEA Part B. Additional information can be found on the department's website.

Detailed Instructions for ADM Excel File

STATE ADM TAB

NONPUBLIC CAPACITY

Enter the total number of all K-12 students that the nonpublic school could educate with current building and staff size.

K-12

Enter the total number of students that are enrolled in the nonpublic school in kindergarten through grade 12 (K-12) student by gender during count week.

In-State Students

- Enter the students whose parents or guardians are residents of the State of Ohio.
    - Boys: Enter the total number of male students that are enrolled during count week in the K-12 program.
    - Girls: Enter the total number of female students that are enrolled during count week in the K-12 program.

Out-Of-State Students

- Enter the students whose parents or guardians are not residents of the State of Ohio.
    - Boys: Enter the total number of male students that are enrolled during count week in the K-12 program.
    - Girls: Enter the total number of female students that are enrolled during count week in the K-12 program.

PRE-K

Enter the total number of students that are enrolled in the nonpublic school as a pre-k student by gender during count week.

- Boys: Enter the total number of male students that are enrolled during count week in the pre-k program.
- Girls: Enter the total number of female students that are enrolled during count week in the pre-k program.

STUDENT CLASSIFICATION

The Race/Ethnic Category list should be on all admission applications to allow parent choice of designation. The option not to designate a race/ethnic category should also be available.

STAFF

The Race/Ethnic Category list should be on all employment applications to allow employee choice of designation. The option not to designate a race/ethnic category should also be available.

LICENSED

Licensed staff members include teachers and administrators with license certificates to teach and provide primary instruction of students or supervision of teachers.

SUPPORT

Support staff members include any employee that works in the school to support programs or the welfare of students, i.e., teacher aides, school secretary, cafeteria staff, and janitorial staff.

RECORDS MAINTAINED

The orderly acquisition, storage and retention of school records are essential for the overall efficient and effective operation of a school. Some records must be permanently maintained, all past and present enrolled student files with their original admission forms and all past and present employee files with their original applications. Any non-accepted or non-enrolled student admission forms or employment application of those not hired must be filed for two fiscal years (Ohio Revised Code (ORC) 149.41).

- As required in Sections 3301-39-01 to 3301-39-04 of the Ohio Administrative Code (OAC), the Racially Nondiscriminatory Compliance Policy must be in all these documents. The option to self-designate race/ethnic category must be given.
- Please check all areas where the race/ethnic category information is maintained:
    - Application for enrollment
    - Scholarships/fee waivers
    - Employment
    - Enrolled Pupils
    - Employees
    - Other

Aux Services Tab

No information is needed on this tab when completing the Nonpublic ADM Reports. The Auxiliary Services Final Expenditure Report (FER) will open to public school districts and nonpublic schools receiving direct payment from July 1st to Sept. 30th. Please follow the directions on the "Nonpublic Schools Program Information and Forms" webpage located on the Department's website to input data for the Auxiliary Services FER.

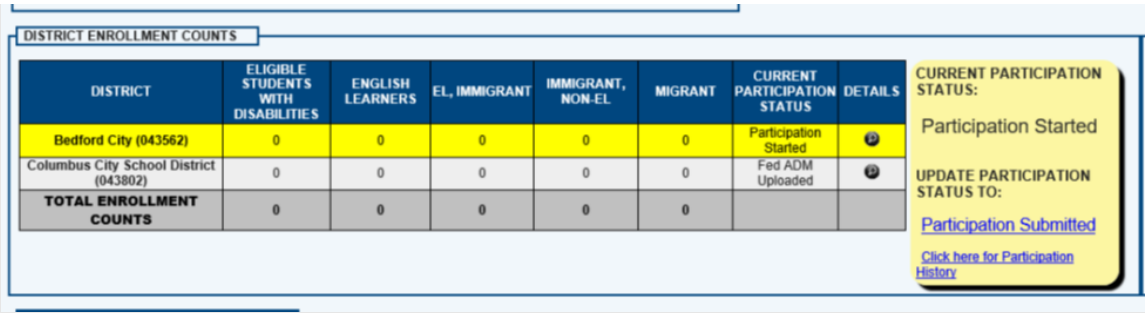
Admin Cost Tab

No information is needed on this tab when completing the Nonpublic ADM Reports. The Administrative Cost Reimbursement application will open to nonpublic schools on May 10 through Aug. 31, 2027. Please follow the directions on the "Nonpublic Schools Program

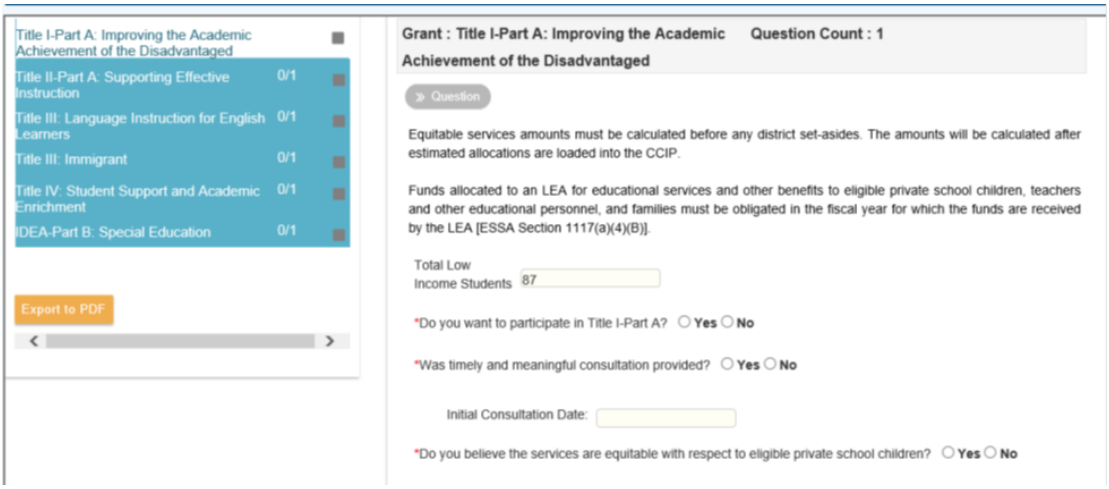
Information and Forms" webpage located on the Department's website to input data for Administrative Cost Reimbursement.

Federal Participation Tab

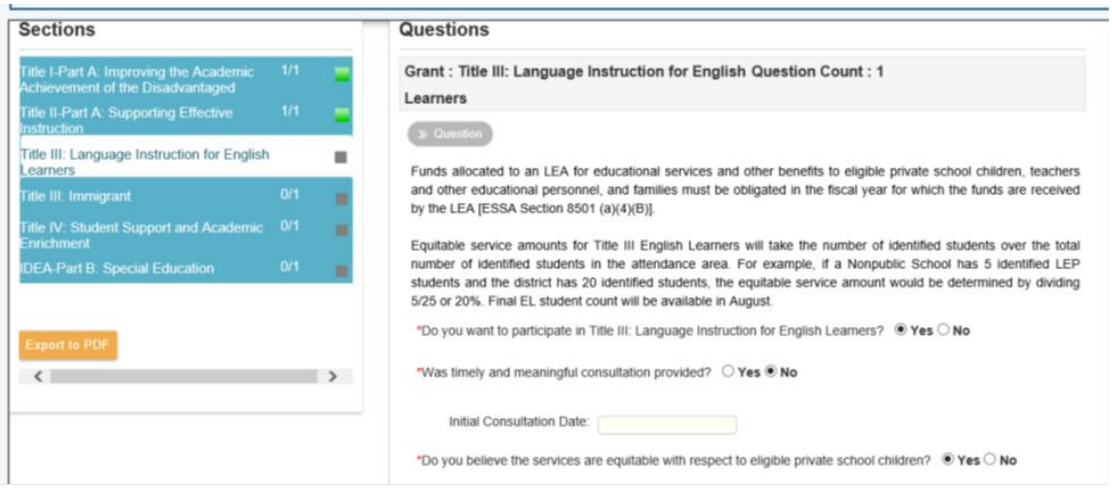
Important to note: In the Nonpublic Data System, the nonpublic principal or designee is responsible for starting the participation process and completing the first five steps. The nonpublic principal or designee will enter enrollment data by uploading the spreadsheet, as noted in the previous section. This is far as NPDS will allow you to go in the fall. In February, the nonpublic school will return to NPDS to finish the process. He or she will click *Participation Started* in the yellow box on the right side of the Participation tab. The nonpublic principal or designee will move the Participation Form through the process to the status of *Nonpublic Approved*. The first five steps of this process are solely the responsibility of the nonpublic school users; however, consultation with the public district will be ongoing.



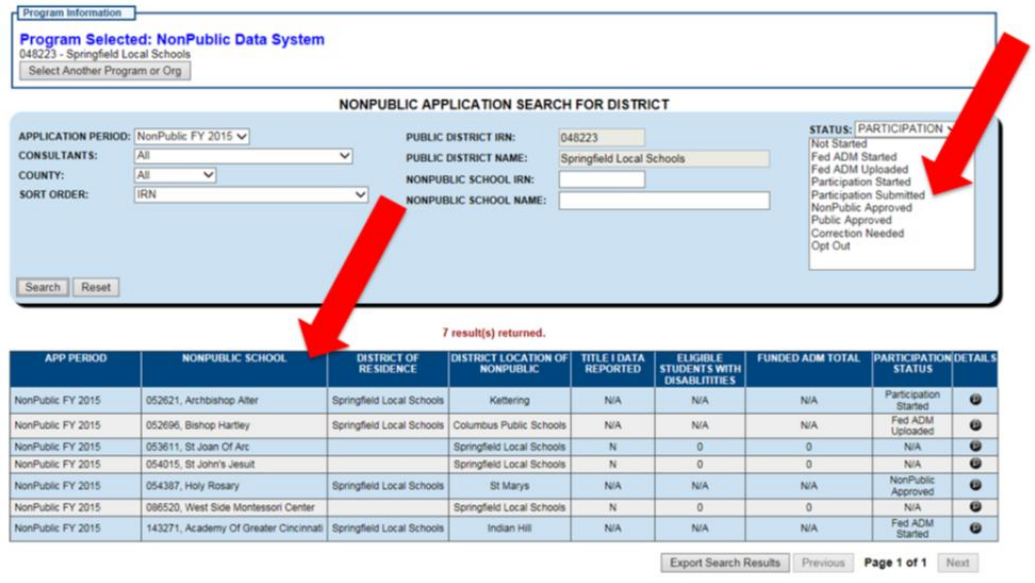
Click on the *Federal Programs Participation* tab. The federal grant programs are listed on the tabs to the left, below the report count data. Click the grant to expand the Participation Form and display data. Some of this data is system-generated and some of the data is entered by you, the nonpublic building principal or designee.



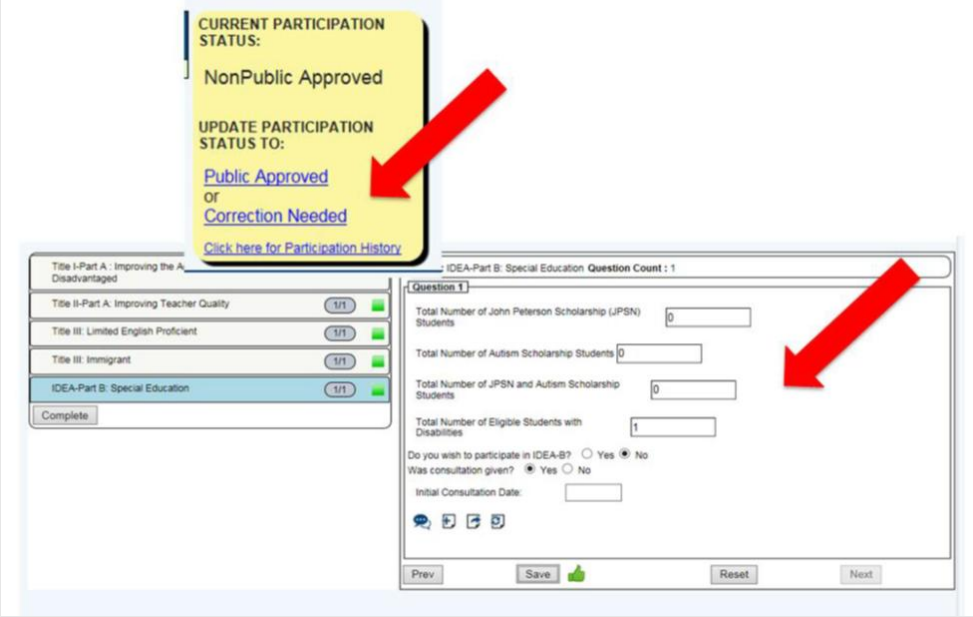
Click on each tab to answer the questions regarding equitable services. Responses to the following are mandatory: “Do you wish to participate…?” “Was timely and meaningful consultation provided?” and “Do you believe services are equitable with respect to eligible private school children?” Once you have answered all the questions, click *save*. A green square will appear, indicating all questions have been answered for this tab. Click *Next* to go to the next Title program. Repeat this process until all icons are green squares. Once all icons are green squares, click the *complete* button. At this time, you may change the status to *Nonpublic Approved*.



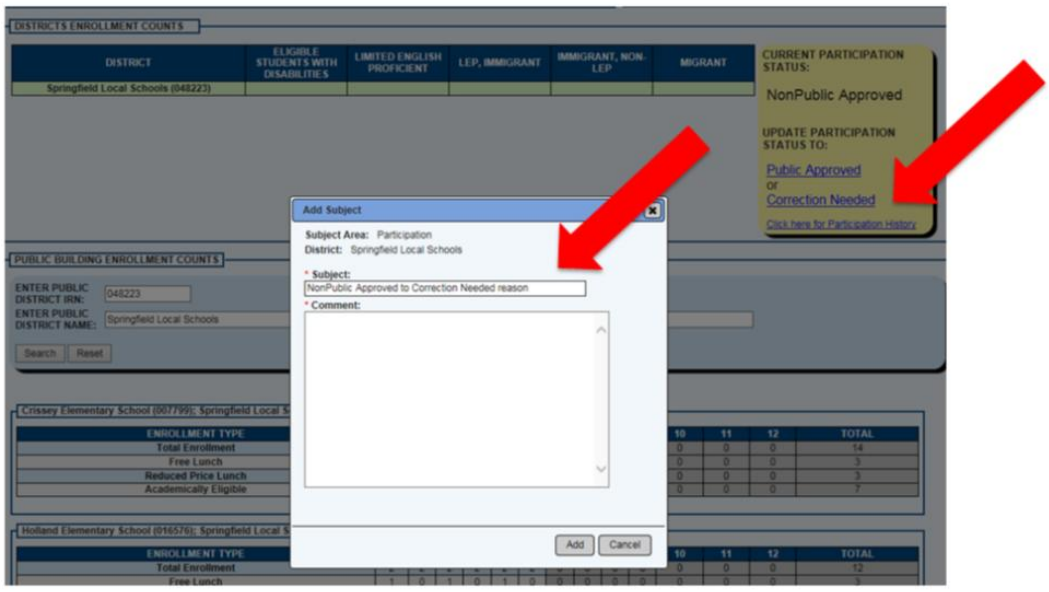
The public district will search by Nonpublic Approved to find the list of Participation Forms awaiting approval.



Click on the details and then select the *Federal Programs Participation* Tab. Verify the information in the Participation Form. If it is correct, change the status to *Public Approved*.



If a correction is needed, click the *Correction Needed* link. A text box will prompt you to enter the reason for the Correction Needed status. Please be very clear in the reasons so the issue may be resolved quickly. Click the button that says *add* when you have finished your comment.



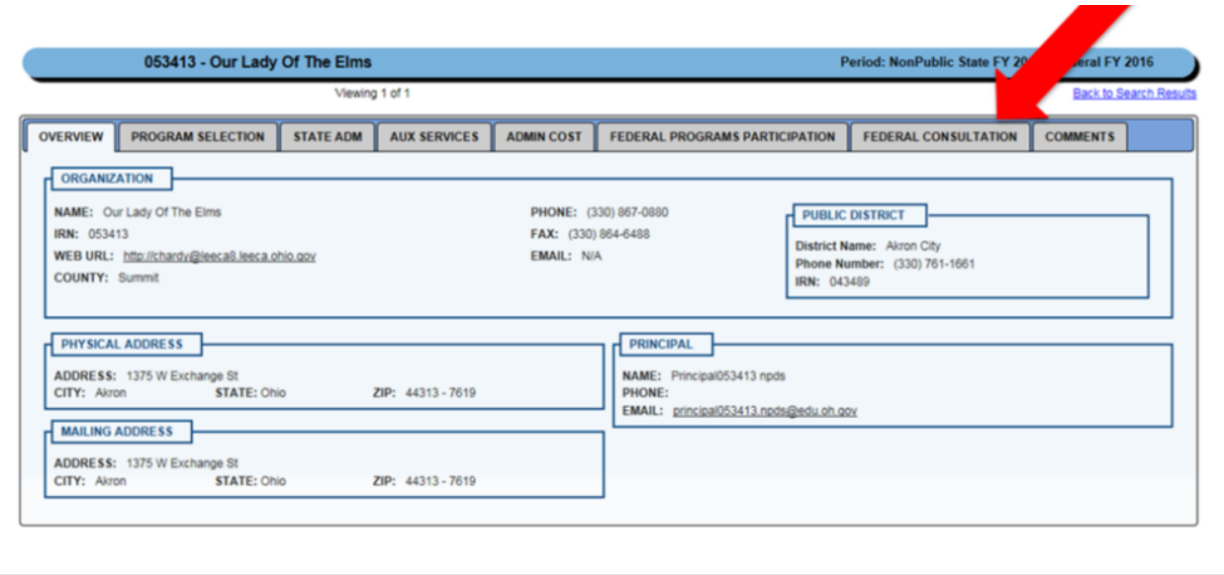
The Every Student Succeeds Act (ESSA) requires the public district to determine an accurate count of children from low-income families who attend public and private schools and live in participating Title I public school attendance areas to allocate the proportional share of Title I funds. The public district should verify the low-income counts provided by the nonpublic schools. If the public district has concerns about the accuracy of the data, it's important that the nonpublic school and the public district work in consultation to ensure accurate data is

provided in the NPDS participation tab. Ultimately, it falls on the public district to ensure that data is accurate. If a public district believes the nonpublic school needs to use an alternate method to determine accurate low-income counts, it should ensure that the method used is not administratively burdensome for the nonpublic school.

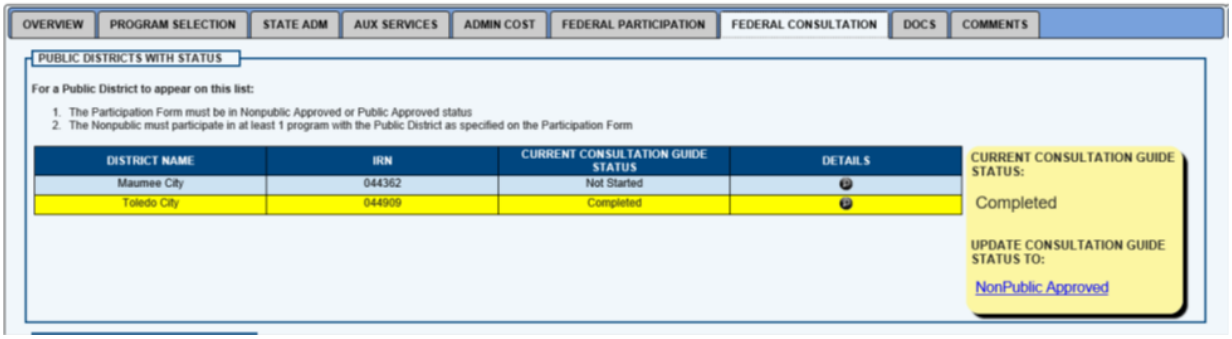
To view the Participation History, click the link that says *Click Here for Participation History*.

Federal Consultation Tab

Clicking on the *Federal Consultation* tab will open the Consultation Guide.

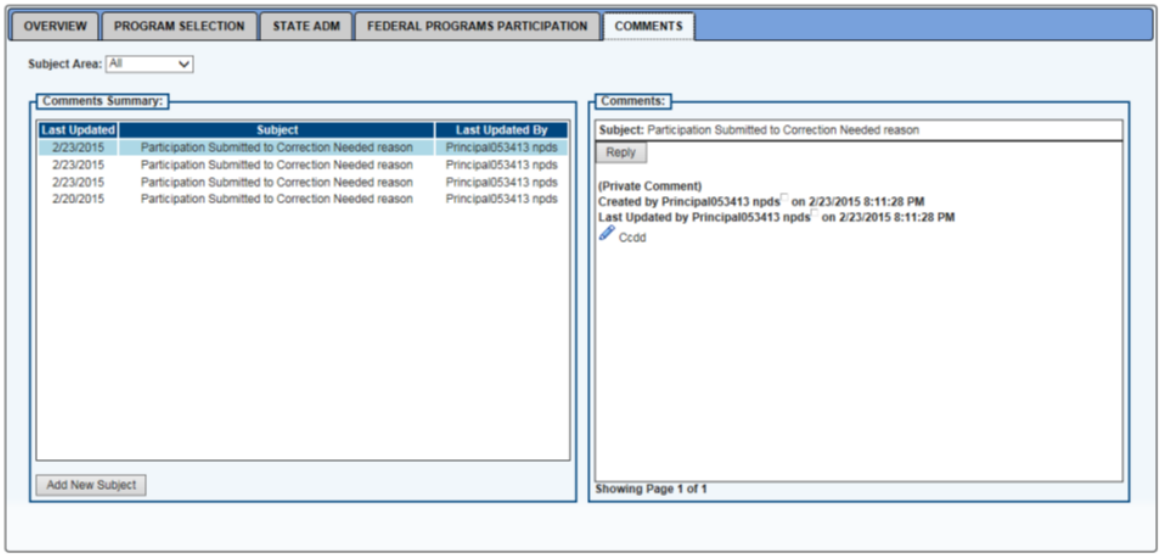


Nonpublic Principals now will be required to sign off on the Consultation Guide. They will mark it Nonpublic Approved.



Comments Tab

The comments log may be used to record any comments.



Department of Education & Workforce

Appendix

RACE AND ETHNIC CATEGORY

Table 3: Race and Ethnic Category

White, non-Hispanic	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black, non-Hispanic	A person having origins in any of the Black racial groups of Africa.
Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Multiracial	A person who identifies with more than one race may choose to provide multiple races in response to the race question.
Not Specified	A person who chose the option not to designate a race/ethnic category.

QUICK REFERENCE DEFINITIONS

FREE AND REDUCED LUNCH

The Every Student Succeeds Act (ESSA) requires the public district to determine an accurate count of children from low-income families who attend public and private schools and live in participating Title I public school attendance areas in order to allocate the proportional share of Title I funds. The most common way to identify low-income status for nonpublic schools are the forms from the National School Lunch Program. If the school participates in this

program, they'll have forms that have been completed by parents for free or reduced-price lunch. Many nonpublic schools do not participate in this program. For these schools, the Ohio Household Income verification form may be used. The federal guidance allows a few other methods to determine an accurate count of low-income students. For more information, please refer to question B-11 in the Title I, Part A Nonregulatory Guidance.

In NPDS, the nonpublic school reports the number of "Free Lunch or Equivalent," and "Reduced Lunch or Equivalent" students for each grade level by public school building of residence. Then, the public district verifies the low-income counts provided by the nonpublic schools. If the public district has concerns about the accuracy of the data, it's important that the nonpublic school and the public district work in consultation to ensure accurate data is provided in the NPDS participation tab. Ultimately, it falls on the public district to ensure that data is accurate. If a public district believes the nonpublic school needs to use an alternate method to determine accurate low-income counts, it should ensure that the method used is not administratively burdensome for the nonpublic school.

ELIGIBLE STUDENTS WITH DISABILITIES

Eligible students with disabilities are students who have been evaluated by the public district and found eligible for special education and related services. This means all *parentally placed* students at the nonpublic school who have been identified as having disabilities (through Evaluation Team Reports) as of October 31 must be included in the Nonpublic Data System report. The Evaluation Team Report must be current.

This count of all parentally placed students with disabilities in the private school includes students participating in the Autism Scholarship and John Peterson Scholarship programs, resident and nonresident students, and identified students who are not receiving services. Students who were not identified as having disabilities through the Evaluation Team Report but were identified as being eligible for accommodations and modifications under a Section 504 Plan should not be included in this count.

The total nonpublic students with disabilities student count includes those who attend a nonpublic school in the district's attendance area who are eligible for special education services with (served) or without (unserved) IEPs/ISPs.

The nonpublic students with disabilities count who are "Eligible" on October 31 are used for this NPDS data report.

ENGLISH LEARNERS

English Learner and Immigrant Students: 20 USC § 7801(20)

"English learners" refers to students whose home/native language is not English and whose level of proficiency in English (listening, speaking, reading and/or writing) is such that they are not able to effectively participate in classrooms where English is the language of instruction. English learners are identified through a formal English language proficiency assessment. Eligible students who are English learners and immigrant meet the following criteria:

- Immigrant students (not including foreign exchange students) are those students who:
  - Are age 3 through 21
  - Were not born in any state (of the United States)
  - Have not been attending one or more schools in any one or more states for more than three full academic years.
- "English learners" refers to students whose home/native language is not English and whose level of proficiency in English (listening, speaking, reading and/or writing) is such that they are not able to effectively participate in classrooms where English is the language of instruction.

English learners are identified through a formal English language proficiency assessment.

MIGRATORY CHILD

Migratory child: 34 CFR § 200.81

A child is a "migratory child" if all the following conditions are met:

1) The child is not older than 21 years of age.
2) The child:
   a. Is entitled to a free public education (through grade 12) under State law
   b. OR the child is not yet at a grade level at which the LEA provides a free public education, and
3) The child made a qualifying move in the preceding 36 months as a migratory agricultural worker or a migratory fisher, or did so with, or to join a parent/guardian or spouse who is a migratory agricultural worker or a migratory fisher; and
4) With regard to the qualifying move identified in paragraph 3, above, the child moved due to economic necessity from one residence to another residence, and—
   a. From one school district to another; Or
   b. In a State that is comprised of a single school district, has moved from one administrative area to another within such district; Or
   c. Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence.

**Immigrant, Non-English Learners: Students who are immigrants but not English learners.*