



Subscribing to the Charter School ADM System

Version 1.0 • 28 July 2022

Department of Public Instruction – School Financial Reporting

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1.1 Overview of CSADM

The Charter School ADM (Average Daily Membership) Projection System

CSADM is an online system designed to assist each charter, regional or lab school with improving the accuracy of key components in the budgeting process. This online system is comprised of three phases, with each phase having a specific collection period established by the Department of Public Instruction.

Only electronic submissions received from Board Chairs or head administrators identified in the CSADM Submission Directory are accepted. The [CSADM Submission Directory](#) is maintained by School Business. Questions and modifications should be emailed to Systems Accounting, Systems_Accounting@dpi.nc.gov.

Phases

- **Phase 0, Material Increase in ADM, or Grade Expansion:** November X, XXXX - November X, XXXX
 - Submissions are required of all Charter, Regional and UNC Lab Schools with current school year enrollment.
 - This phase gathers information for the State Board of Education concerning requests for SY 20XX-XX enrollment growth and/or grade expansion of the provisions of a charter's application.
 - Only electronic submissions using CSADM will be included in the State Board of Education approval meeting.
- **Phase I, Initial Submission for the ADM Projection:** January XX, XXXX - January XX, XXXX
 - Submissions are required of all Charter, Regional and UNC Lab Schools with current school year enrollment.
- **Phase II, Final Verification: Initial ADM:** June X, XXXX - June XX, XXXX
 - [Preliminary Phase II Review and Preparation Guidelines](#)
 - Submissions are required of all:
 - Charter schools with current enrollment
 - Charter schools approved by the State Board of Education to open in 20XX-XX
 - UNC Laboratory schools with current enrollment
 - UNC Laboratory schools approved by the NC General Assembly to open July X, XXXX

CSADM System Information

- Access the [CSADM Projection System](#)
 - Use your NCID to access the CSADM. If you have questions about NCID, please contact your [NCID Administrator](#).
- If you have questions about the CSADM, please contact DPI at Systems_Accounting@dpi.nc.gov ,

1.2 How to Subscribe to the CSADM Projection System

1. Access the <https://schools.nc.gov/csadm> and log in using your **NCID name and password**.

The screenshot shows the login page for the NC DPI School Business Division Charter Schools ADM Projection system. At the top, there is a header with the NC DPI logo and the text "NC DPI School Business Division Charter Schools ADM Projection". Below the header, a red banner states "This is a restricted site." followed by a message: "Access is restricted to authorized Charter Schools and DPI Personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site." A red octagonal "NOTE" icon is followed by the text: "All information entered into this system may be viewed by DPI authorized personnel." Below this, there are input fields for "User Name" and "Password", and a "Login" button. Further down, a message states: "An active North Carolina Identity Management (NCID) login is required. If you do not have an NCID, you must contact the Charter Schools NCID administrator to set up an account for you." A link is provided for a directory of charter school NCID administrators: <https://www.ncid.its.state.nc.us/LEAListing.asp>. A note says: "DPI cannot assign an NCID or reset NCID passwords." At the bottom, it says: "If you have forgotten your User Name or Password, please go to the [NCID](#) website to retrieve/reset your login information."

2. Complete this screen to subscribe to the Charter Schools ADM Projection System

The screenshot shows the subscription form for the NC DPI School Business Division Charter Schools ADM Projection system. The header is the same as the login page. Below the header, there are tabs for "Welcome" and "Charter School Prior Years". A message states: "Apex 5 QA You have not subscribed to access the system. If you were asked to subscribe, then fill all required information in the form below and click button 'Click to Subscribe' which will submit it to your application administrator for approval." A red banner states: "Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring." Below this, there is a "Subscribe" section. It includes the following fields: "Today's Date: 12/16/2021", "NCID User Name: tina_boyce", "*Select Your Group or Your Section: (required)" with radio buttons for "DPI Administrator - to manage reports", "Charter/Regional/Lab School Personnel - to enter data and submit report" (selected), and "DPI Personnel - View Reports", "*Select Your Charter School: (required)" with a dropdown menu, "Your Job Title:" with a text field, "*Your First Name: (required)" with a text field, "*Your Last Name: (required)" with a text field, "*Your E-Mail Address: (required)" with a text field, "*Verify E-Mail Address: (required)" with a text field, "*Your Phone Number: (required)" with a text field, and "Note to Application Administrator:" with a large text area. At the bottom left, there is a "Click to Subscribe" button.

- Select Charter/Regional/Lab School Personnel - to enter data and submit report
- Select your Charter School
- **Your Job Title (Optional)**
- Your First Name
- Your Last Name
- Your E-mail Address
- Verify your E-Mail Address
- Your Phone Number
- **Note to Application Administrator (Optional)**

The screenshot shows the 'Subscribe' form in the 'Charter Schools ADM Projection' application. The form includes a header with the NC DPI logo and the title 'NC DPI School Business Division Charter Schools ADM Projection'. Below the header, there are tabs for 'Welcome' and 'Charter School Prior Years'. The main content area displays a message from 'Apex 5 QA' stating that the user has not subscribed and providing instructions on how to proceed. A red 'NOTICE' banner is present, stating that access is restricted to authorized personnel and that unauthorized access is a violation of federal and state law. The form fields include: 'Today's Date: 12/16/2021', 'NCID User Name: tina_boyce', 'Select Your Group or Your Section' (with radio buttons for 'DPI Administrator - to manage reports', 'Charter/Regional/Lab School Personnel - to enter data and submit report' (selected), and 'DPI Personnel - View Reports'), 'Select Your Charter School' (a dropdown menu showing 'CS#79A Bethany Community School'), 'Your Job Title' (a text field with 'Administrator'), 'Your First Name' (a text field with 'Tina'), 'Your Last Name' (a text field with 'Boyce'), 'Your E-Mail Address' (a text field with 'tina.boyce@dpi.nc.gov'), 'Verify E-Mail Address' (a text field with 'tina.boyce@dpi.nc.gov'), 'Your Phone Number' (a text field with '986-000-0000'), and 'Note to Application Administrator' (a text area with 'This is a test.'). At the bottom of the form, there is a 'Click to Subscribe' button and a page number '15 of 2000'.

3. Click to Subscribe
4. You will see the following message if the subscription is successful

The screenshot shows the success message in the 'Charter Schools ADM Projection' application. The header is the same as the previous screenshot. The main content area displays a message from 'Apex 5 QA' stating that the user has successfully subscribed to the system. The message includes: 'You currently have subscribed to the system.', 'An email has been sent to application administrator', 'You will be notified via e-mail when your account has been approved.', and 'Please log out the system for now. Thanks.'.

5. Logout of the application

6. Once your request have been approved by DPI you will receive a notification

Approval for NCDPI Charter School ADM Projection Subscription

Tina Boyce,

Your subscription to the Charter School ADM Projection Application has been approved.

Below is the link to the Application:

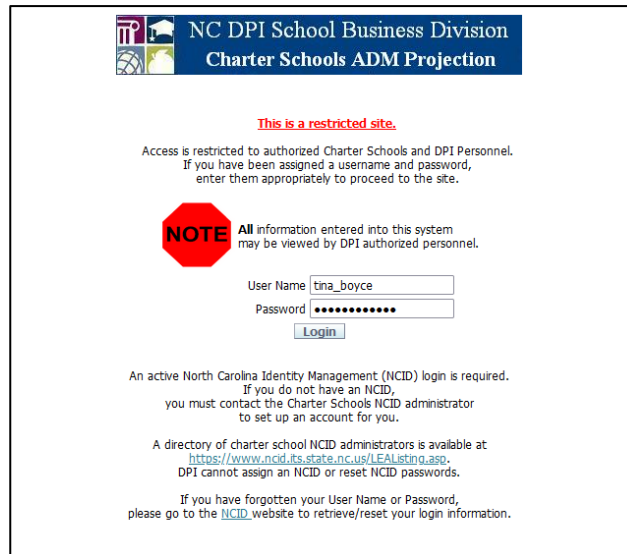
<https://schools.nc.gov/csadm>

Regards,

The NCDPI School Business Division Admin Team

2. Phase 0 - Material Increase in ADM or Grade Expansion - November

1. Log into the CSADM Application



NC DPI School Business Division
Charter Schools ADM Projection

This is a restricted site.

Access is restricted to authorized Charter Schools and DPI Personnel.
If you have been assigned a username and password,
enter them appropriately to proceed to the site.

NOTE All information entered into this system
may be viewed by DPI authorized personnel.

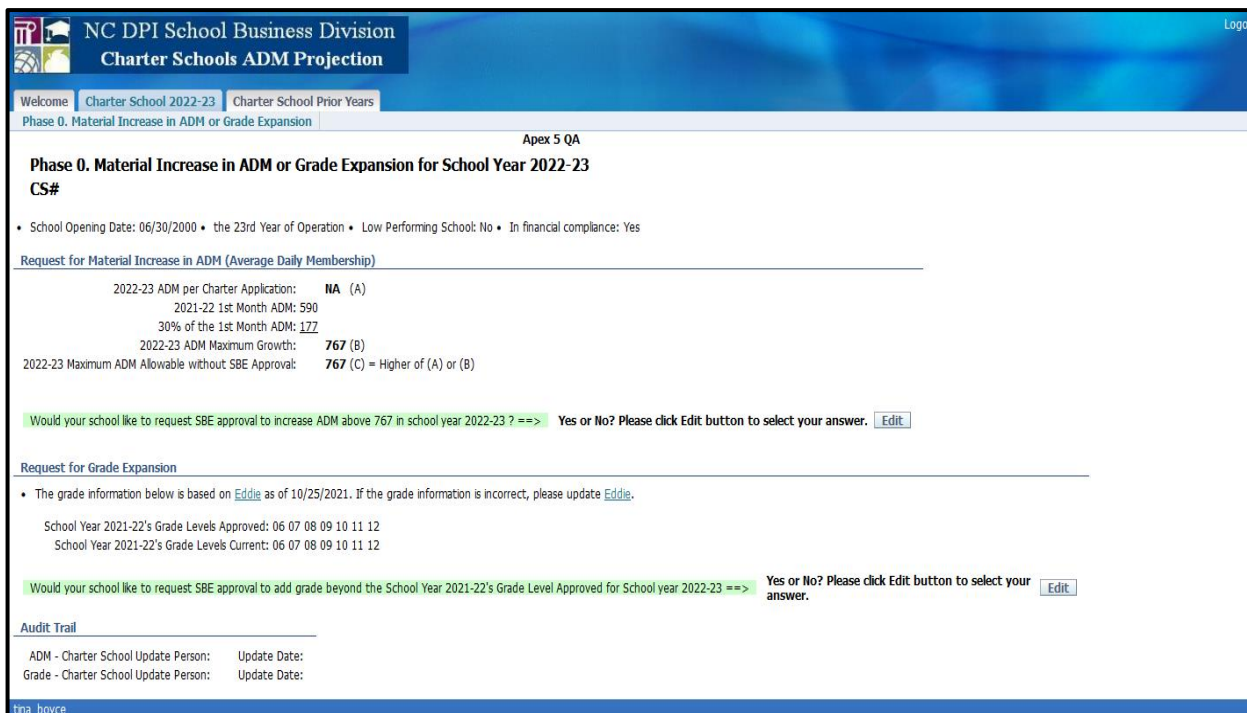
User Name
Password

An active North Carolina Identity Management (NCID) login is required.
If you do not have an NCID,
you must contact the Charter Schools NCID administrator
to set up an account for you.

A directory of charter school NCID administrators is available at
<https://www.ncid.its.state.nc.us/LEAListing.asp>.
DPI cannot assign an NCID or reset NCID passwords.

If you have forgotten your User Name or Password,
please go to the [NCID](#) website to retrieve/reset your login information.

2. Click on the Charter School 20xx - xx Tab



NC DPI School Business Division
Charter Schools ADM Projection

Welcome | Charter School 2022-23 | Charter School Prior Years

Phase 0. Material Increase in ADM or Grade Expansion

Apex 5 QA

Phase 0. Material Increase in ADM or Grade Expansion for School Year 2022-23

CS#

• School Opening Date: 06/30/2000 • the 23rd Year of Operation • Low Performing School: No • In financial compliance: Yes

Request for Material Increase in ADM (Average Daily Membership)

2022-23 ADM per Charter Application: **11A** (A)
2021-22 1st Month ADM: 590
30% of the 1st Month ADM: 177
2022-23 ADM Maximum Growth: **767** (B)
2022-23 Maximum ADM Allowable without SBE Approval: **767** (C) = Higher of (A) or (B)

Would your school like to request SBE approval to increase ADM above 767 in school year 2022-23? ==> Yes or No? Please click Edit button to select your answer.

Request for Grade Expansion

• The grade information below is based on [Eddie](#) as of 10/25/2021. If the grade information is incorrect, please update [Eddie](#).

School Year 2021-22's Grade Levels Approved: 06 07 08 09 10 11 12
School Year 2021-22's Grade Levels Current: 06 07 08 09 10 11 12

Would your school like to request SBE approval to add grade beyond the School Year 2021-22's Grade Level Approved for School year 2022-23? ==> Yes or No? Please click Edit button to select your answer.

Audit Trail

ADM - Charter School Update Person:	Update Date:
Grade - Charter School Update Person:	Update Date:

tina_boyce

3. Answer the **Request for Material Increase in ADM** question by clicking on the Edit button.

Would your school like to request SBE approval to increase ADM above 767 in school year 2022-23 ? ==> Yes or No? Please click Edit button to select your answer. [Edit](#)

4. Answer the Maximum ADM Allowed question by clicking on the drop-down arrow next to select and select Yes or No.

NC DPI School Business Division
Charter Schools ADM Projection

Apex 5 QA

CHARTER SCHOOL DATA ENTRY - REQUEST FOR MATERIAL INCREASE IN ADM

*Year 2023 *CS# : School Opening Date: 06/30/2000 • the 23rd Year of Operation

2022-23 Maximum ADM Allowed: 767

Would your school like to request Maximum ADM ABOVE 767 for school year 2022-23 ? -- Select --

Cancel Apply Changes

-- Select --
Yes
No

5. If you answered YES, Enter the Maximum ADM your school is requesting for school year 2022-23, click save and apply changes.

NC DPI School Business Division
Charter Schools ADM Projection

Apex 5 QA

CHARTER SCHOOL DATA ENTRY - REQUEST FOR MATERIAL INCREASE IN ADM

*Year 2023 *CS# : School Opening Date: 06/30/2000 • the 23rd Year of Operation


2022-23 Maximum ADM Allowed: 767

Would your school like to request Maximum ADM ABOVE 767 for school year 2022-23 ? Yes

Enter the Maximum ADM your school is requesting for school year 2022-23 : 2000 Save

Cancel Apply Changes

6. Make the necessary changes



Apex 5 QA

CHARTER SCHOOL DATA ENTRY - REQUEST FOR MATERIAL INCREASE IN ADM

*Year 2023 *CS# • School Opening Date: 06/30/2000 • the 23rd Year of Operation

2022-23 Maximum ADM Allowed: 767

Would your school like to request Maximum ADM **ABOVE 767** for school year 2022-23 ? Yes

Enter the Maximum ADM your school is requesting for school year 2022-23 : 2000 Save

Only those schools displaying Yes to each of the questions below will be forwarded to the Office of Charter Schools for evaluation

*** Per 115C-218.7(a)(b) only schools which meet all criteria below are eligible to request a material increase in ADM.

1. An eligible charter school shall not be low performing.
Is your school excluded from the low performing definition? Yes

2. An eligible charter school shall have 1st month ADM of 90% of initial ADM.
1st Month ADM 590 = 90% of Initial ADM 655
Does your school meet the 1st Month ADM eligibility of 90%? Yes

3. An eligible charter school shall have commitments
for 90% of the requested Maximum ADM growth of 2,000
Does your school certify this commitment? Yes


4. An eligible charter school shall be in compliance with the State of North Carolina law,
federal law, charter school's bylaw and provisions set forth in it's charter.
Does your school certify this compliance? Yes

Comments (optional):

5. An eligible charter school shall meet generally accepted standards of fiscal management (SBE Policy CHTA-006).
Does your school meet the standards? Yes

Cancel Apply Changes

Update Person tina_boyce Update Date 12/17/2021 09:29AM



NC DPI School Business Division
Charter Schools ADM Projection

Welcome | Charter School 2022-23 | Charter School Prior Years

Phase 0. Material Increase in ADM or Grade Expansion

Apex 5 QA

Action Processed.

Phase 0. Material Increase in ADM or Grade Expansion for School Year 2022-23
CS#

School Opening Date: 06/30/2000 • the 23rd Year of Operation • Low Performing School: No • In financial compliance: Yes

Request for Material Increase in ADM (Average Daily Membership)

2022-23 ADM per Charter Application: **NA** (A)
2021-22 1st Month ADM: 590
30% of the 1st Month ADM: 177
2022-23 ADM Maximum Growth: **767** (B)
2022-23 Maximum ADM Allowable without SBE Approval: **767** (C) = Higher of (A) or (B)

Would your school like to request SBE approval to increase ADM above 767 in school year 2022-23 ? ==> Yes Yes or No? Please click Edit button to select your answer.

Request 2022-23 Maximum ADM Growth: **2,000**

1. Is the Charter School excluded from the low performing definition? **Yes**

2. 2021-22 1st Month ADM 590 = 90% of Initial ADM 655.
Does the Charter School meet the 1st Month ADM eligibility of 90%? **Yes**

3. Does the Charter School certify the commitment for 90% of the requested 2022-23 Maximum ADM Growth 2,000? **Yes** Certified by tina_boyce 12/17/2021

4. Does the Charter School certify to be in compliance with the state of North Carolina law, federal law, charter school's by law and provisions set forth in it's charter? **Yes** Certified by tina_boyce 12/17/2021
Comments from the Charter School:

5. Does the Charter School meet generally accepted standards of fiscal management (SBE Policy CHTR-006) ? **Yes**

Comments from DPI: Thank you. Your school is eligible to request a material increase in ADM. Division of School Business will forward your request to the Office of Charter Schools for the evaluation.


Request for Grade Expansion

The grade information below is based on Eddie as of 10/24/2021. If the grade information is incorrect, please update Eddie.

School Year 2021-22's Grade Levels Approved: 06 07 08 09 10 11 12
School Year 2021-22's Grade Levels Current: 06 07 08 09 10 11 12

7. Answer the **Request for Grade Expansion** question by clicking on the Edit button

Would your school like to request SBE approval to add grade beyond the School Year 2021-22's Grade Level Approved for School year 2022-23 ==> Yes or No? Please click Edit button to select your answer.



NC DPI School Business Division
Charter Schools ADM Projection

Apex 5 QA

CHARTER SCHOOL DATA ENTRY - REQUEST FOR GRADE EXPANSION

*Year 2023 *CS# School Opening Date: 06/30/2000 • Low Performing School: No • In financial compliance: Yes

2021-22's Grade Level Approved: 06 07 08 09 10 11 12
2021-22's Current Grades Served: 06 07 08 09 10 11 12

Would your school like to add grade(s) other than the Grade Level Approved in 2022-23 ? -- Select --

Update Person Update Date

8. If you select YES, select the grade expansion. Click on the grade and apply the changes.

NC DPI School Business Division
Charter Schools ADM Projection

Apex 5 QA

CHARTER SCHOOL DATA ENTRY - REQUEST FOR GRADE EXPANSION

*Year 2023 *CS# 79 School Opening Date: 06/30/2000 • Low Performing School: No • In financial compliance: Yes

2021-22's Grade Level Approved: 06 07 08 09 10 11 12
2021-22's Current Grades Served: 06 07 08 09 10 11 12

Would your school like to add grade(s) other than the Grade Level Approved in 2022-23 ? Yes

Grade Expansion:
press down Ctrl key to select multiple grades
To un-select Grade(s):
press down Ctrl key to one click on the highlighted grade

KG 01 02 03 04 05

Comments (optional):

Cancel Apply Changes
Update Person Update Date

NC DPI School Business Division
Charter Schools ADM Projection

Welcome Charter School 2022-23 Charter School Prior Years

Phase 0. Material Increase in ADM or Grade Expansion

Apex 5 QA

Action Processed.

Phase 0. Material Increase in ADM or Grade Expansion for School Year 2022-23
CS#

School Opening Date: 06/30/2000 • the 23rd Year of Operation • Low Performing School: No • In financial compliance: Yes

Request for Material Increase in ADM (Average Daily Membership)

2022-23 ADM per Charter Application: NA (A)
2021-22 1st Month ADM: 590
30% of the 1st Month ADM: 177
2022-23 ADM Maximum Growth: 767 (B)
2022-23 Maximum ADM Allowable without SBE Approval: 767 (C) = Higher of (A) or (B)

Would your school like to request SBE approval to increase ADM above 767 in school year 2022-23 ? ==> Yes or No? Please click Edit button to select your answer. Edit

Request for Grade Expansion

The grade information below is based on [Eddie](#) as of 10/25/2021. If the grade information is incorrect, please update [Eddie](#).

School Year 2021-22's Grade Levels Approved: 06 07 08 09 10 11 12
School Year 2021-22's Grade Levels Current: 06 07 08 09 10 11 12

Would your school like to request SBE approval to add grade beyond the School Year 2021-22's Grade Level Approved for School year 2022-23 ==> Yes Yes or No? Please click Edit button to select your answer. Edit

Grade Expansion: 05

Comments from Charter School:

Comments from DPI: Thank you. Your school is eligible to request grade expansion. Division of School Business will forward your request to the Office of Charter School for the evaluation.

Audit Trail

ADM - Charter School Update Person: Update Date:
Grade - Charter School Update Person: tina_boyce Update Date: 12/17/2021 09:09AM

Phase I. ADM Projection Initial Submission for School Year - January

1. Under Daily Membership (ADM) Budget Request, click on **Edit** next to request 20XX-20XX ADM

NC DPI School Business Division
Charter Schools ADM Projection

Welcome Charter School 2022-23 Charter School Prior Years Admin_Tables Admin_Reports

Phase 0. Material Increase in ADM or Grade Expansion Phase I. ADM_Projection_Initial_Submission

Phase I. ADM Projection Initial Submission for School Year 2022-2023

CS#

- School Opening Date: the th Year of Operation
- Low Performing School: No

Average Daily Membership (ADM) Budget Request

2022-2023 ADM per Charter Application: (A)
2021-2022 1st Month ADM:
30% of the 1st Month ADM:
2022-2023 ADM Maximum Growth: (B)
2022-2023 Maximum ADM Allowable without SBE Approval: 0 (C) = Higher of (A) or (B)

Click to request 2022-2023 ADM ==> Edit

Requested 2022-2023 ADM:
School has requested SBE Approval:
Comments from Charter School:

2. Enter the Charter School Budgeted ADM Request for 20XX-20XX and **Apply Changes**

NC DPI School Business Division
Charter Schools ADM Projection

CHARTER SCHOOL DATA ENTRY - BUDGETED ADM REQUEST

Cancel Apply Changes

*Year 2023 *CS# : School Opening Date:

- Schools in the 3rd year or beyond**
If the school is entering their third year of operation or beyond, and
 - the planned growth in their charter is still current
 - the requested 2022-23 ADM is greater than the 2022-23 ADM plus 30%, and
 - would like to request that the school is funded based on the planned ADM,


2022-2023 ADM per Charter Application: NA (a)
2022-2023 ADM Maximum Growth: 0 (b)

Charter School Budgeted ADM Request for 2022-2023: 0

Comments (optional):

Update Person Update Date

- Under Grades Served Request, update accordingly by clicking on EDIT.



NC DPI School Business Division Charter Schools ADM Projection

[Welcome](#) [Charter School 2022-23](#) [Charter School Prior Years](#) [Admin_Tables](#) [Admin_Reports](#)

[Phase 0. Material Increase in ADM or Grade Expansion](#) [Phase I. ADM_Projection_Initial_Submission](#)

Phase I. ADM Projection Initial Submission for School Year 2022-2023

CS#

- School Opening Date: • the th Year of Operation • Low Performing School: No

Average Daily Membership (ADM) Budget Request

2022-2023 ADM per Charter Application:	(A)
2021-2022 1st Month ADM:	
30% of the 1st Month ADM:	
2022-2023 ADM Maximum Growth:	(B)
2022-2023 Maximum ADM Allowable without SBE Approval:	0 (C) = Higher of (A) or (B)

[Click to request 2022-2023 ADM ==>](#) [Edit](#)

Requested 2022-2023 ADM:

School has requested SBE Approval:

Comments from Charter School:

Grades Served Request

School Year 2021-2022's Grade Level Approved: No Data Available In EDDIE-Update EDDIE ASAP

School Year 2021-2022's Current Grades Served: KG


[Click to edit 2022-2023 Grades Served ==>](#) [Edit](#)

Intend to Add Grade:	Grade(s) to Add:	Grade Expansion -SBE Approval: N
Intend to Remove Grade:	Grade(s) to Remove:	Grade Reduction -SBE Approval:

Comments from Charter School:

Audit Trail

ADM - Charter School Update Person:	Update Date:
Grades - Charter School Update Person:	Update Date:



NC DPI School Business Division Charter Schools ADM Projection

CHARTER SCHOOL DATA ENTRY - GRADES SERVED REQUEST

*Year 2023 *CS#

- School Opening Date: the th Year of Operation Low Performing School: No
- Grade Level Approved: No Data Available In EDDIE-Update EDDIE ASAP
- Current Grades Served: KG

ADD GRADE REQUEST

Phase I Note add Grad-old School

- **Schools in operation for three years or more as of July 1, 2021**

If the charter school intends to expand to offer one grade higher or lower than the charter school currently offers, please complete the information requested in the system and provide an explanation in the comment field. This information will be sent to the Office of Charter Schools for review to ensure the school has met the required criteria. **This request does not guarantee acceptance until the Office of Charter Schools approves.**

Intend to
Add Grade
in 2022-2023 :

Grade to Add:

^

To un-select Grade(s):
press down Ctrl key
to one click on the
highlighted grade

v

Comments (optional):

REMOVE GRADE REQUEST

Intend to
Remove Grade
in 2022-2023 :

Grade(s) to Remove:

KG

^

press down Ctrl key
to select multiple grades

v

To un-select Grade(s):
press down Ctrl key

Grade Reduction -
School has requested SBE Approval:

Phase II. Final Verification: Initial ADM for School Year - June

1. Click on the Phase II. Final_Verification:_Initial _ADM Tab

CHARTER SCHOOL ADM PROJECTION
NCDPI SCHOOL BUSINESS SERVICES

Welcome | Charter School 2022-23 | Charter School Prior Years

Phase 0. Material Increase in ADM or Grade Expansion | Phase I. ADM_Projection_Initial_Submission | **Phase II. Final_Verification:_Initial_ADM**

Phase II. Final Verification: Initial ADM for School Year 2022-2023

CS#

- School Opening Date: 07/01/2014 New School N • Low Performing School: No

Section 1: Average Daily Membership (ADM)

2022-2023 ADM per Charter Application:	NA	(1)
2021-2022 1st Month ADM:	442	
30% of the 1st Month ADM:	133	
2022-2023 ADM Maximum Growth:	575	(2)

2022-2023 Maximum Allowed for Initial ADM: 0 <== This is the highest among (1) Charter Application, (2) Maximum Growth, or (3) State Board Approved ADM if applicable.

Section 2: The Initial ADM

- The Initial ADM that the school provides below will be the ADM that is used for the first installment of the annual allotment.
- The funded ADM may be lower based on the actual 1st month ADM in school year 2022-2023.
- However, the funded ADM shall not be higher than this Initial ADM, even if the 2022-2023 Maximum Allowed for Initial ADM is higher. Therefore, the State will not provide funds for ADM greater than what you enter for the Initial ADM.

Enter the Initial ADM: Save the Initial ADM

2. Enter the Initial ADM and click **Save the Initial ADM**.

CHARTER SCHOOL ADM PROJECTION
NCDPI SCHOOL BUSINESS SERVICES

Welcome | Charter School 2022-23 | Charter School Prior Years

Phase 0. Material Increase in ADM or Grade Expansion | Phase I. ADM_Projection_Initial_Submission | **Phase II. Final_Verification:_Initial_ADM**

Phase II. Final Verification: Initial ADM for School Year 2022-2023

CS#

- School Opening Date: 07/01/2014 New School N • Low Performing School: No

Section 1: Average Daily Membership (ADM)

2022-2023 ADM per Charter Application:	NA	(1)
2021-2022 1st Month ADM:	442	
30% of the 1st Month ADM:	133	
2022-2023 ADM Maximum Growth:	575	(2)

2022-2023 Maximum Allowed for Initial ADM: 0 <== This is the highest among (1) Charter Application, (2) Maximum Growth, or (3) State Board Approved ADM if applicable.

Section 2: The Initial ADM

- The Initial ADM that the school provides below will be the ADM that is used for the first installment of the annual allotment.
- The funded ADM may be lower based on the actual 1st month ADM in school year 2022-2023.
- However, the funded ADM shall not be higher than this Initial ADM, even if the 2022-2023 Maximum Allowed for Initial ADM is higher. Therefore, the State will not provide funds for ADM greater than what you enter for the Initial ADM.

Enter the Initial ADM: Save the Initial ADM

3. If the Initial ADM is more than the Projected ADM, please complete Section 3.

Section 2: The Initial ADM

- The Initial ADM that the school provides below will be the ADM that is used for the first installment of the annual allotment.
- The funded ADM may be lower based on the actual 1st month ADM in school year 2022-2023.
- However, the funded ADM shall not be higher than this Initial ADM, even if the 2022-2023 Maximum Allowed for Initial ADM is higher. Therefore, the State will not provide funds for ADM greater than what you enter for the Initial ADM.

The Initial ADM: **145**

In the box below, **provide explanation** to have 145 Initial ADM which is more than the Projected ADM 144 confirmed on May.

We have a set of twins that got into our school and another student that is not leaving.

>>The Initial ADM was confirmed by: jackie_alluisi 06/08/2022 08:30AM ****** Section 3: Initial ADM Detail Required ******

Section 3: Initial ADM Detail

<u>Fiscal Year</u>	<u>Your CS#</u>	<u>Name of Previously Attended LEA/CS</u>	<u>Initial ADM Detail</u>	<u>Update Person</u>	<u>Update Date</u>
2022-2023			22		06/08/2022
2022-2023			123		06/08/2022
			145		

1 - 2 of 2

>>The Initial ADM Detail was submitted by: 08/2022 09:47AM

- **Thank you. You have successfully completed the Phase II. Final Verification: Initial ADM for School Year 2022-2023**
- If you have any question, please contact studentaccounting@dpi.nc.gov