Subscribing to the Charter School ADM System

Version 1.0 • 28 July 2022

Department of Public Instruction – School Financial Reporting
Contents
1.1 Overview of CSADM.................................................................3
1.2 How to Subscribe to the CSADM Projection System..........................4
2. Phase 0 - Material Increase in ADM or Grade Expansion - November........7
Phase I. ADM Projection Initial Submission for School Year - January .............12
Phase II. Final Verification: Initial ADM for School Year - June .....................15
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
  - 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](https://schools.nc.gov/csadm) and log in using your NCID name and password.

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

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

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

2. Click on the Charter School 20xx - xx Tab
3. Answer the **Request for Material Increase in ADM** question by clicking on the Edit button.

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

5. If you answered YES, Enter the Maximum ADM your school is requesting for school year 2022-23, click save and apply changes.
6. Make the necessary changes
7. Answer the **Request for Grade Expansion** question by clicking on the Edit button.
8. If you select YES, select the grade expansion. Click on the grade and apply the changes.
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

![ADM Projection Initial Submission](image)

- 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**

![Charter School Budgeted ADM Request](image)

- 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’s funding be 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):
3. Under Grades Served Request, update accordingly by clicking on EDIT.
Phase II. Final Verification: Initial ADM for School Year - June

1. Click on the Phase II. Final Verification: Initial ADM Tab

   ![Initial ADM Image]

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

   ![Initial ADM Image]
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 the 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_alulis 06/08/2022 08:30AM  **** Section 3: Initial ADM Detail Required ****

**Section 3: Initial ADM Detail**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Your CS#</th>
<th>Name of Previously Attended LEA/CS</th>
<th>Initial ADM Detail</th>
<th>Update Person</th>
<th>Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-2023</td>
<td></td>
<td>22</td>
<td></td>
<td></td>
<td>06/08/2022</td>
</tr>
<tr>
<td>2022-2023</td>
<td></td>
<td>123</td>
<td></td>
<td></td>
<td>06/08/2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>145</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

>> The Initial ADM Detail was submitted by: 08/22/2022 09:47AM 1 - 2 of 2

- 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