



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Education & Early Development

Division of Finance & Support Services

333 Willoughby Avenue, 9th Floor, SOB
P.O. Box 110500
Juneau, Alaska 99811-0500
Main: 907.465.2785
lori.weed@alaska.gov

TO: Superintendents

FROM: Lori Weed *lw*
School Finance Manager

DATE: August 28, 2023

SUBJECT: *Annual Verification:* Eligible Schools for ADM Adjustment and Foundation Funding

This is a required annual report connected to the district's state aid funding. In compliance with AS 14.17.450 and regulation 4 AAC 09.006 the Commissioner of the Department of Education & Early Development is required to publish a list by September 1st identifying schools to be considered for average daily membership (ADM) adjustment under the public school funding program.

Attached is your district's list of eligible school(s) based on prior year reporting. Review the list for accuracy and completeness then sign and return the document to the department by September 29, 2023, using pdf/email.

Any changes to the school list will require a written request for the Commissioner's approval of school changes. This includes adding or removing a school, or changing grades served at a school on the list. Annual changes must be completed, Commissioner approved, and updated to the school list by September 29, to be included in the Fall 2023 OASIS student count.

Adding a School:

A school added to the list will be reviewed in compliance with AS 14.17.905. A request to add a school should include at the minimum:

- 1) The school's name, grade configuration, and location.
- 2) The reason for the request.
- 3) The anticipated level of enrollment.
- 4) A copy of the local school board minutes and any additional information that would be helpful in the review process.
- 5) Evidence that the facility is a separate facility housing a separate school in accordance with AS 14.17.905.

Change in Grade Levels Served:

Since a change in grade levels served can affect the Fall OASIS reporting portal, a request to change grade levels should include:

- 1) The school's name, school number, the existing grade configuration, and the requested grade configuration.
- 2) The reason for the request.
- 3) A copy of the local school board minutes and any additional documentation that would be helpful in the review process.

School Closure:

Regulation 4 AAC 05.090 provides a list of steps that a district must follow before submitting a request for school closure, in addition to the following information:

- 1) A 10-day written notice to each of the affected students' parents or guardians.
- 2) A plan for temporary or permanent closure of a school.
- 3) A copy of the local school board minutes approving the closure.
- 4) Any other information that would be helpful in the review process.

If assistance is needed with the requirements and documentation necessary to seek Commissioner approval for changes in compliance with 4 AAC 09.006, please contact me.

Alaska Administrative Code

4 AAC 09.006. ADM adjustment for schools

(a) Annually, by September 1, the commissioner will publish a list of each school eligible for ADM adjustment under AS 14.17.450 within each district. The list will be based on the actual ADM of each school within each district for the prior school year.

(b) A district may request an amendment to the list of schools published under (a) of this section. The commissioner will add or remove a school from the list if satisfied that the request is justified under the criteria set out in AS 14.17.905 .

(c) A district's request for an amendment under (b) of this section must be made in writing and must be received by the commissioner before the beginning of the student count period under AS 14.17.600 for the fiscal year for which the amendment is to become effective.

Attachment: School Report

cc: Karen Morrison, Finance and Support Services Director