

Charter School Average Daily Membership Projection System

**Presented by
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January 30, 2025**

Charter School Funding

- STUDENTS Drive Funding (ADM)
- Charters are now funded with the same model as the LEAs using the Funding in Arrears method and will receive growth funding based on the Best 1 of 2 Actual ADM.
- Existing charters are **not** funded based on any data entered into CSADM
- Growth is funded after the Best 1 of 2 is calculated in November/December

CSADM–NEW SCHOOLS

Initial Allotment (estimate)

- 50% of Funding based on the projected ADM you enter into CSADM

After Actual ADM is realized – Best 1 of 2 ADM

- Recalculate and provide remainder of funding.
- Typically, the November time frame
- This may result in lower estimated total funding if the Actual ADM is lower than the Projected ADM used for Initial Allotments.

What Is CSADM?

- The Charter School ADM (Average Daily Membership) Projection System
- The CSADM Projection System is at <https://schools.nc.gov/csadm>
- Used by charter schools, lab schools, and the regional school to enter projected growth.
- Used by our demographers to project enrollment at LEAs.
- Your projection is the basis of our growth funding request to the General Assembly

What CSADM Is Not

- CSADM is not an ATM. You may have to adjust your budget if your projection is not realized.
- CSADM is no longer the system used to request material changes to school charters. Please contact the [Office of Charter Schools](#) directly at ocs@dpi.nc.gov for this.
- CSADM is no longer used to capture changes in ADM during the year.

CSADM Sections

Section 1: Average Daily Membership (ADM)
Projection Request

Section 2: Grade Expansion Plans

Section 3: Capacity of Current Facility –
Other Information Requested by DPI



CHARTER SCHOOL ADM PROJECTION NCDPI SCHOOL BUSINESS SERVICES

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

Login

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.

CSADM - Welcome Page

A screenshot of the CSADM (Charter School ADM Projection) Welcome Page. The header features the NCDPI School Business Services logo and the title 'CHARTER SCHOOL ADM PROJECTION NCDPI SCHOOL BUSINESS SERVICES'. Below the header is a navigation bar with three tabs: 'Welcome' (selected), 'Charter School 2025-2026', and 'Charter School Prior Years'. The 'Welcome' tab is active, showing a welcome message for Catherine Mau.

Welcome Catherine Mau

- Your user role in this system is DPI Administrator, and your school is **LEA# 000 School of Rock**

CSADM 3 Submission Phases

All charter schools, lab schools, and the regional school are required to project the number of students expected to be in membership in the upcoming school year. Submission is required by all charter schools, including new charter and lab schools approved by the State Board of Education to open **July 1, 2024**.

Because each school is in a different stage of growth, DPI requests this information directly from the schools. The projection must be accurate to ensure adequate funding for the upcoming year and to minimize disruption.

Phase 0: Material in ADM or Grade Expansion

If you would like to make a material change to your school's charter, please contact the [Office of Charter Schools](#) directly at ocs@dpi.nc.gov. There is no Phase 0 in 2025-26.

Phase I: Initial Submission for the ADM Projection

Submission Dates: January 30, 2025 - February 5, 2025

Your projection is the basis of our funding request to the General Assembly.

If you provide a number that is less than the actual Best 1 of 2 ADM, your school is in jeopardy of being underfunded. If you project a number that is higher, your PSU will be required to return the funds.


Select Your School



Phase I. ADM Projection Submission for School Year 2025-2026

- Select Charter School - 

Section 1: ADM Projection

**CHARTER SCHOOL ADM PROJECTION**
NCDPI SCHOOL BUSINESS SERVICES

WelcomeCharter School 2024-25Charter School Prior Years

Phase I. ADM Projection Submission

Phase I. ADM Projection Submission for School Year 2025-2026 CS# 000 School of Rock

• School Opening Date: 06/30/1997 • Renew Year: 2027 • Operation Status: 1 • 29 Years of Operation • Low Performing School: No

Section 1: Average Daily Membership (ADM) Projection Request

School Year 2024-2025 Planned ADM per Charter Application:

School Year 2024-2025 Funded ADM: 811

Click to request School Year 2025-2026 Projected ADM ==>

Edit

Requested 2025-2026 Projected ADM:

Are you planning to have a Remote Academy?

Provide the projected number of students in the remote academy:

(Note: These students need to be included in the Projected ADM provided above.)

Comments from Charter School:

Average Daily Membership Maximums

(A). Average Daily Membership Maximums

A school in its first year of operation

The maximum authorized ADM is the planned ADM that is approved in the school's charter.

Schools that are not low-performing

The maximum authorized ADM is determined by school leadership. Your school leadership may submit the most accurate maximum projected ADM without a cap.

Schools that are low-performing

A low-performing school may not exceed the maximum authorized ADM without approval from the Charter School Review Board. Low-performing schools may submit a projected ADM that is restricted by law to the following:

The maximum authorized ADM is the higher of:

- The planned ADM that is approved in the school's charter
- The prior year actual funded ADM plus 20%.

ADM Maximums for Low-Performing Schools

Schools that are low-performing

A low-performing school may not exceed the maximum authorized ADM without approval from the Charter School Review Board. Low-performing schools may submit a projected ADM that is restricted by law to the following:

The maximum authorized ADM is the higher of:

- The planned ADM that is approved in the school's charter
- The prior year actual funded ADM plus 20%.

--Planned ADM approved
in the school's charter

	Planned ADM	Actual ADM
Year 1	300	200
Year 2	300	300
Year 3	300	400
Year 4	300	500
Year 5	300	500

The school's Maximum
Authorized ADM is 300.

--Prior year actual funded ADM
plus 20%

Prior Year Actual = 250

$$250 * 20\% = 50$$

$$250 + 50 = 300$$

The school's Maximum
Authorized ADM is 300.

Section 1: ADM Projection

Phase I: Initial Submission for the ADM Projection

Submission Dates: January 30, 2025 - February 5, 2025


Your projection is the basis of our funding request to the General Assembly.

If you provide a number that is less than the actual Best 1 of 2 ADM, your school is in jeopardy of being underfunded. If you project a number that is higher, your PSU will be required to return the funds.

Definitions:

- Planned ADM: The ADM that is approved in the school's charter
- Maximum Authorized ADM: The highest ADM that the school may be funded for by law
- Projected ADM: The ADM that the school leadership projects to be funded for the following school year

Section 1: ADM Projection

**CHARTER SCHOOL ADM PROJECTION**
NCDPI SCHOOL BUSINESS SERVICES

CHARTER SCHOOL DATA ENTRY - PROJECTED ADM REQUEST

Cancel

Legislation

A school in their first year of operation
The maximum authorized ADM is the planned ADM that is approved in the school's charter.

Schools that are not low performing
The maximum authorized ADM is determined by the school leadership for schools that are not low performing. The school leadership may submit their most accurate maximum projected ADM without a cap.

School that are low performing
A low performing school may not exceed the maximum authorized ADM without approval from the Charter School Review Board. Schools that are designated low performing may submit a projected ADM that is restricted by law to the following:

The maximum authorized ADM is the higher of:

- The planned ADM that is approved in the school's charter
- The prior year actual funded ADM plus 20%.

The maximum authorized ADM shall not be reduced even after the planned ADM has expired.

Your School info

*Year: 2025 *CS# 000 School of Rock
School Opening Date: 06/30/1997 Low Performing School: No

School Year 2025-2026 Planned ADM per Charter Application: NA
School Year 2024-2025 Funded ADM: 811

Please Enter Answers below

(1) Charter School Projected ADM Request for School Year : 900

(2) Are you planning to have a Remote Academy in School Year ? No

(3) Provide the projected number of students in the remote academy.
(Note: These students need to be included in the Projected ADM provided above.)

Comments (optional):

Save your submission

Apply Changes

Update Person

Must have an application approved by the State Board of Education.

Section 2: Grade Expansion Plans

Section 2: Grades Served Request

School Year 2024-2025 Grade Level Approved: KG 01 02 03 04 05 06 07 08 09 10 11 12
School Year 2025-2026 Current Grades Served: KG 01 02 03 04 05 06 07 08 09 10 11 12

Click to edit School Year 2025-2026 _ Grades Served ==>

Edit

Intend to Add Grade: **N** Grade(s) to Add: Grade Expansion - Request CSRB Approval:
Intend to Remove Grade: **N** Grade(s) to Remove: Grade Reduction - Request CSRB Approval:
Comments from Charter School:

Section 2: Grade Expansion Plans

(B). Grade Expansion


Schools in operation less than three years

If the charter school has been in operation for less than three years and intends to expand to offer one or more grades 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 to ensure the school has met the required criteria.

Schools in operation for three years or more

If the school has operated for at least three years, the school may expand by one or more grades higher than approved in the charter, if the school has not been identified as low-performing. If a school chooses to add a grade, the information will be sent to the Office of Charter Schools to ensure the school has met the required criteria.

Section 2: Grade Expansion Plans

 **CHARTER SCHOOL ADM PROJECTION**
NCDPI SCHOOL BUSINESS SERVICES

CHARTER SCHOOL DATA ENTRY - GRADES SERVED REQUEST

Cancel

Legislation

When Charter School meets all three criteria below, it can request to expand one grade higher or one grade lower than the Grade Level Approved.

(1) Charter School has operated at least three years.
(2) Charter School has not been identified as continually low-performing as provided in G.S. 115C-218.94
(3) Charter School has been in financial compliance as required by the State Board.

Your School Info

*Year 2025 *CS# 000 School of Rock

- School Opening Date: 06/30/1997 28 Years of Operation CS Operation >= 3 Years: Yes
Low Performing School: No Continually Low Performing: No In financial compliance: Yes
- Grade Level Approved: KG 01 02 03 04 05 06 07 08 09 10 11 12
- Current Grades Served: KG 01 02 03 04 05 06 07 08 09 10 11 12

GRADE EXPANSION REQUEST

Intend to Add Grade in 2025-2026: No

Select One Grade to Add: -- None or Select Below --

If you request **more than one grade expansion**, please enter below and send an email to ocs.dpi.nc.gov

GRADE REDUCTION REQUEST

Intend to Remove Grade in 2025-2026: No

Grade(s) to Remove:

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

Save your submission

Apply Changes

Update Person Update Date 02/08/2024 08:49PM

Section 3: School Building Capacity

Section 3: Other Info Requested by DPI


Click to fill in other info ==>

Edit

Max Student Capacity of Current Facility at your Charter School: **920**

Comments from Charter School:

Section 3: School Building Capacity

**CHARTER SCHOOL ADM PROJECTION
NCDPI SCHOOL BUSINESS SERVICES**

CHARTER SCHOOL DATA ENTRY - OTHER INFO

*Year 2025 *CS# 000 School of Rock School Opening Date: 06/30/1997

Max Student Capacity of Current Facility at your Charter School:

Do not include the remote students enrolled in your academy.

Comments (optional):

Save your submission

Update Person Update Date 02/08/2024 08:49PM

Audit Trail

CSADM records the person who submitted the information and the date the information was updated.

Audit Trail

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

Next Steps

After the projections are submitted

- School Business reviews the information
- School Business investigates any discrepancies with the Office of Charter Schools and the person who submitted the projection
- School Business develops a budget request

Reminders

- All Heads of School/Board Chairs are required to submit the CSADM Phase I ADM Projection.
- Responses must be submitted by Heads of School/Board Chairs. No other staff are permitted to use the system.
- Submission period: January 30 - February 5, 2025

The CSADM Projection System is at

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

BOOKMARK our Website

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services>

- Allotments
- Budget Information
- Student Accounting
- Manuals
- Statistical Resources
- Training and Compliance information

Other Resources

How to Subscribe to the CSADM Projection System

<https://www.dpi.nc.gov/documents/fbs/accounting/subscribe-csadmpdf/download?attachment>

Financial and Business Services, Independent Public-School Operations–IPS

(charter schools, lab schools, and the regional school)

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations>

School Attendance and Student Accounting Manual

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>

Thank You

For additional questions on **CSADM**, please email
SchoolFinancialReporting@dpi.nc.gov

