Minnesota Department of Education	Division of School Finance/Charter 1500 Highway 36 West Roseville, MN 55113-4266	**ENROLLMENT PROJECTIONS REPORT CHARTER SCHOOLS**	ED-02158-20

GENERAL INFORMATION AND INSTRUCTIONS Estimated 2012-2013 General Education Revenue will be advanced to Charter Schools in their first three years based on the projected pupil counts that are reported on this form. Therefore, please complete and return this form to the above address as quickly as possible.

All projected pupil counts will be replaced with actual pupil counts when the actual pupil counts become available through the MARSS system at the end of the school year, and your revenue will be adjusted accordingly. Additional instructions appear on the reverse side of this form and on the attached instructions. Department Contact: Jeanne Krile, Telephone Number (651) 582-8637, Fax Number (651) 582-8878.

SCHOOL YEAR
2012-2013

IDENTIFICATION INFORMATION

Charter School Name	School Number	Telephone Number ( ) -	Fax Number ( ) -
Name of Person Completing This Form		E-Mail Address	

AVERAGE DAILY MEMBERSHIP ESTIMATES BY GRADE AND SITES

GRADE	Site Name & No.	Site Name & No.	Site Name & No.	Site Name & No.	Site Name & No.	Site Name & No.
ECSE						
Hcp – K						
Reg – K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
TOTAL ADM						

☐ **Initial Estimate Due 6/10**
Payments: 7/15-10/15

☐ **First Update Due 9/30**
Payments: 10/30 – 1/15

☐ **Second Update Due 1/2**
Payments: 1/30 – 4/15
(If Adjusted)

☐ **Third Update Due 4/5**
Payments 4/30 – EOY
(If Significantly Reduced)

ENROLLMENT PROJECTIONS REPORT - CHARTER SCHOOLS

IDENTIFICATION	Site Name & No.	Site Name & No.	Site Name & No.	Site Name & No.	Site Name & No.	Site Name & No.

*LEP ESTIMATE						

*(LIMITED ENGLISH PROFICIENT)

10/1/12 COMPENSATORY REVENUE ESTIMATES (FIRST YEAR SCHOOLS ONLY)						
Total Enrollment						
Free Meal						
Reduced Price Meal						

BOARD APPROVAL OF SCHOOL CALENDAR	Date the charter school board officially adopted the 2012-2013 calendar:

VERIFICATION OF DATA

I hereby verify that the above information is true and correct to the best of my knowledge and that the current enrollment projection data has been shared with the school's sponsors.

_____ _____

Signature – Responsible Authority Date

Charter schools within their first three years of operation must submit quarterly updates of the ADM projections. The due dates for the 2012-2013 school year are June 10, September 30, January 3 and April 6. The September 30 and April 6 dates coincide with the MARSS submission dates. Charter schools do not have to submit a roster of students with the projections report on those dates if they submitted MARSS data. On the June 10 and January 3 dates, charter schools must submit a roster of students – by name, grade, start dates and end dates. **On all four dates, charter schools must submit an updated, signed projections report**. ADM counts will not be automatically updated based on MARSS submissions, however, the Department will review data submitted on any new projections report with the data submitted on MARSS by the charter school. Charter schools must be prepared to explain any difference between projected and actual data.

Instructions on completing this report have been included with this mailing. Copies of this report and the instructions can also be obtained on the Department's Web page by visiting http://education.state.mn.us. Click on Accountability Programs/Program Finance/MARSS-Student Accounting/ADM Estimates.

IMPORTANT INFORMATION

The information on this form is used to determine your General Education Revenue. It is important that the estimates be as accurate as possible. Underestimating pupil counts may leave your school short of the necessary revenue to properly serve your students. Overestimating pupil counts will force the department to recover the General Education Revenue payments leaving your charter school with cash flow problems in the current and possibly in future years.