H511.042 (REV. 8/2013)

pennsylvania
DEPARTMENT OF HEALTH

Bureau of Community Health Systems
Division of School Health

DETERMINATION OF AVERAGE DAILY MEMBERSHIP (ADM)

This form provides a method for private/non-public schools to calculate the ADMs per grade and to report this data to the School District that provided school health services.

******FORM FOR MANUAL CALCUATION******

NOTE: Manual calculation: use **this** form; print one form per grade.
Electronic calculation: use the **"Form for Electronic Calculation"**.

1	ENTER the (1) School Name, (2) School Year, and (3) Grade (**ONE form per grade**).
2	ENTER the number of students in attendance in the applicable month and day school was in session.
3	TOTAL the 'month' column(s) and enter the number in the row "Students per Month".
4	TOTAL the row "Students per Month" and enter the number in "**(A)** Total Student Membership per Grade for the School Year".
5	ENTER the number of days each month school was in session in the row "Days per Month School in Session". TOTAL the row "Days per Month School in Session" and enter the number in "**(B)** Total School Days for the School Year".
6	DIVIDE **"(A)** Total Student Membership per Grade for the School Year" by **"(B)** Total School Days for the School Year" to calculate **"(C)** ADM per Grade for the School Year"; take the ADM to the third decimal point (report 0.000 for grades with no ADMs).
7	**No later than 30 days after the close of the school year:** the private/non-public school shall report each grade's ADM to the School District that provided school health services.

(1) School Name: **(2) School Year:**

(3) Grade (ONE Form per Grade): ___K4, ___K, ___1, ___2, ___3, ___4, ___5, ___6, ___7, ___8, ___9, ___10, ___11, ___12

		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
Days of the Month	1													
	2													
	3													
	4													
	5													
	6													
	7													
	8													
	9													
	10													
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	29													
	30													
	31													
Students per Month														**(A)** Total Student Membership per Grade for the School Year
Days per Month School in Session														**(B)** Total School Days for the School Year
														(C) ADM per Grade for the School Year

The above information represents the student membership of the (insert School Name)_____ during school year 20 -20

Non-Public School Adminstrator _____