

Enrollment and ADM Reporting

Who: Administrators, District State Reporters, Office Managers, Registrars, SIS Data Coordinators

[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel can so we can get important information to the right persons.]

ODE has two goals in mind regarding ADM and Enrollment: “Ensure school funding is stable and based on reliable and accessible data for all public schools”, and “calculate accurate graduation rates for 2019-20.” The information below will assist you in our system to ensure your data is accurate and in compliance with recent ODE guidelines. Click here to read the complete guidelines: [Guidance on Enrollment](#)

- ☐ Funding for the 2019-2020 school year will be based upon the Period 2 ADM.
- ☐ Period 3 ADM report is cancelled, however:
 - Schools need to continue their enrollment reconciliation and finalize their 3rd period ADM in WebSIS.
 - District offices need to contact the LBL SIS Help Desk once this is complete. LBL will set the 3rd Period ADM collection as completed.
- ☐ Annual ADM reporting (required for 2019-2020 school year)
 - Student enrollment & withdrawals after March 13 need to be entered normally. This requires active session days in the WebSIS calendar regardless of how ODE sees these days--this is why schools must not change their calendars.
 - Per ODE guidance, March 13 was the last membership day for ADM.
 - ADM membership reporting from WebSIS will be hard-coded to end as of March 13, 2020.
 - LBL will automatically remove enrollments after March 13 with End Date Codes 1A through 1D from the Annual ADM file.
 - Enrollments after March 13, 2020, will only be included on final ADM *if they require a Program 14 record* as described below. LBL will automatically change program codes to Program 14 for these students.
 - Enrolled in another district (end date code 2A)
 - Enrolled in non-public school or setting, including homeschool (2B)
 - Enrolled in another state or country (2C)
 - Enrolled in a Public Agency (2D)
 - Awarded a High School Diploma (4A)
 - Received a certificate of completion (4C)
 - Received a GED (4E)
 - Met requirements for a high school diploma, but not yet awarded (4F)
 - Met requirements for a high school diploma, but continuing as a Post Graduate Scholar (4G)
 - Enrolled in a Foreign Exchange Program (5C)
 - Died or permanently incapacitated (6A)
 - Returned after receiving a credential and exited again (6B)
- ☐ This information is extremely important and will help ODE calculate accurate graduation rates for 2019-20.

We are here to help

- If you have any questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.
- As you've likely heard many times, we are all in this together. LBL's SIS team is here to help you succeed in these most challenging of times.