**Version History**

| Author | Revision Date | Comments |
|---|---|---|
| Samantha Engstrom | 4/24/2015 | Original |
| Samantha Engstrom | 9/25/2017 | Minor revisions |
| Samantha Engstrom | 3/27/2019 | Minor revisions |

Version History and revision dates (most recent revision 3/27/2019 by Samantha Engstrom)

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## Overview

This manual will provide a brief overview of the SEEK ADM At Risk report for use by school districts. Additional SEEK funding is given to students with a free meal/SES status dependent upon the length of enrollment in the district. Districts retain the responsibility to review the report for completeness and accuracy.

## Definition

Under state statute a portion of the SEEK funding formula is set aside for students with a free meal/SES status in Infinite Campus. The applicable regulatory citation pertaining to SEEK at risk is 702 KAR 3:270:

- Section 1(1) "At-risk student amount" means 15% of the **per pupil guaranteed base funding amount calculated** pursuant to KRS 157.360 times the sum of the average daily membership of students **approved for free meals the prior fiscal year and the number of state agency children** served pursuant to KRS 158.135.

- Section 2(h) The prior year average daily membership of students approved for free lunch reported through the student information system.

A report has been developed in Infinite Campus to assist districts with reviewing the at risk students. The report displays a list of students who meet **all** of the following criteria:
- Students with an enrollment record in grades K-14 in the current school year;
- Students whose last meal/SES status determined within the current school year on the FRAM meal eligibility module shows a status of "free";
- Students who are not marked as "State Exclude" on the enrollment tab.

## Report Generation

The report is located under KY State Reporting>KDE Reports>SEEK At Risk ADM. Please see Figure 1 below.
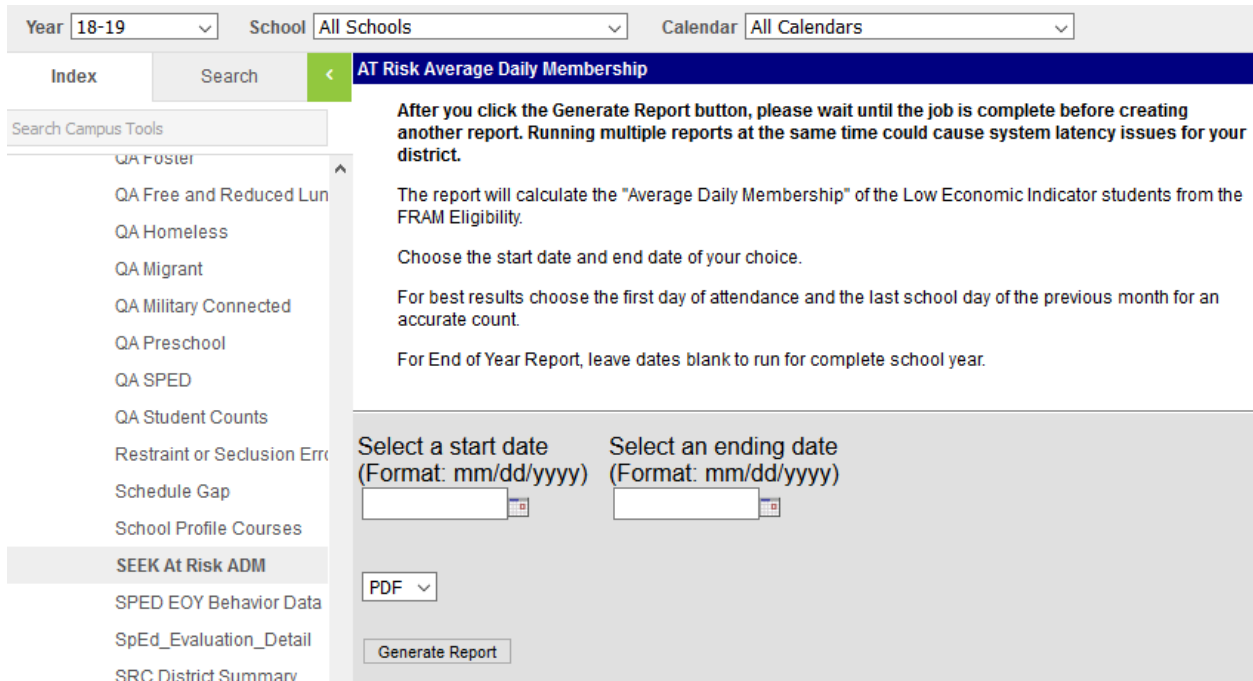
Figure 1: SEEK At Risk ADM Report Interface Screenshot

Ensure that you are under "All Schools" in the calendar dropdown list within Campus to obtain the report districtwide. To generate the report for the entire school year leave the start date field and ending date field blank.

The report can be generated in either a PDF or CSV (i.e., Excel) format.

**Sample Report**

A few things to note:
- The date the report is generated is in the upper left hand corner (shown here 4/8/2019)
- The report is organized by school within the district.
- The report shows only **FREE** students
- The calculation for SEEK At Risk ADM is Enrolled Instructional Days divided by Instructional Days from Calendar

**Average Daily Membership for \*At Risk Students**

**Date Selection: 8/03/2018 to 6/18/2019**

| District Name/ | Student SSID | Student Name | Grade | Instructional Days from Calendar | Enroll Start Date | Enroll End Date | Enrolled Instructional Days | SEEK AtRisk ADM |
|---|---|---|---|---|---|---|---|---|
| **Edmonson County** | | | | | | | | |
| **School Name** | | | | | | | | |
| **Edmonson County 5/6 Center** | | | | | | | | |
| | 2120468148 | Witt, Desiree F | 02 | 176 | 8/8/2018 | | 176 | 1.000 |
| | | | | | **Grade Total** | | | **1.000** |
| | 2120430576 | Anderson, Bradley K | 05 | 176 | 8/8/2018 | 9/7/2018 | 22 | 0.125 |
| | 2120418055 | Anderson, Bryson E | 05 | 176 | 8/8/2018 | 8/31/2018 | 18 | 0.102 |
| | 2120417166 | Basham, Lillian A | 05 | 176 | 8/8/2018 | | 176 | 1.000 |
| | 2120254459 | Beasley, Anthony M | 05 | 176 | 8/8/2018 | | 176 | 1.000 |

**Figure 2: SEEK At Risk ADM Report Screenshot (Details)**

To obtain the total ADM view the final page in the report.

| District Totals: | Count of Students: | 352 | 309.070 |
|---|---|---|---|

*If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.*

*This report reflects the student ADM for SEEK Funding and does not include any preschool students.*
*\* Students with more than one enrollment cannot have a total ADM greater than 1.*

**Figure 3: SEEK At Risk ADM Report (Summary)**

## Verification Steps

The report is primarily composed of two data elements:
- Student enrollment
- Meal/SES status[1]

Verifying both fields is important. However, the focus will be on meal/SES status since a record won't appear on the report unless the latest meal/SES record is free – and this is the most common problem that affects the report.

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[1] Meal/SES status will be used interchangeably in this manual. The socioeconomic status (SES) is used within Community Eligibility Provision districts.

**Verification of Meal Status**

The default student meal/SES status is "paid". Any other status must be assigned to each student. The source of the meal/SES status that feeds into the SEEK At Risk ADM report varies based on participation in the Community Eligibility Provision (CEP), which provides school breakfast and lunch meals at no charge to students.

The CEP schools collect a socioeconomic status (SES) through a Household Income Form (HIF). The SES status of free/reduced/paid is determined in accordance with the USDA income guidelines. Processing is done within Infinite Campus.

For the non-CEP schools the food service director processes the forms in the point-of-sale (POS) system and then shared with Infinite Campus through a regular data transfer process. Matching on the student is done by state student identifier (SSID). Errors can occur through mismatches on SSID, POS and IC not communicating, problems with the IC data mapping, etc.: districts should check the proper functioning of the data synchronization between the POS and Campus.

**Non-IC POS Districts – Responsibility for Meal/SES Status**

| School Designation | Form | Responsible Party | Status | Originating System |
|---|---|---|---|---|
| Non-CEP School | Household application | Food Service Director | Meal | Food Service POS System |
| CEP School | Household Income Form (HIF) | FRAM Coordinator | SES | Infinite Campus |

Districts can take several steps toward verifying the accuracy of the meal/SES status. The steps taken are dependent on the district's level of CEP participation: full, partial or none.

**Steps for Verifying Meal Status**

The FRAM Eligibility report in Infinite Campus (FRAM>Reports>Eligibility) displays a student count of meal/SES status by eligibility type.

| Summary for Eligibility Type: Meal | | | | |
|---|---|---|---|---|
| **Type** | Free | Reduced | Paid | Total |
| **Direct Source** | | | | |
| Foster | 2 | 0 | 0 | 2 |
| Head Start | 0 | 0 | 0 | 0 |
| Homeless | 0 | 0 | 0 | 0 |
| Medicaid | 416 | 0 | 0 | 416 |
| Migrant | 0 | 0 | 0 | 0 |
| Runaway | 0 | 0 | 0 | 0 |
| FDPIR | 0 | 0 | 0 | 0 |
| SNAP | 551 | 0 | 0 | 551 |
| TANF | 5 | 0 | 0 | 5 |
| **Non-Direct Source** | | | | |
| Income | 74 | 0 | 0 | 74 |
| Categorical | 0 | 0 | 0 | 0 |
| Override | 0 | 0 | 0 | 0 |
| Runaway | 0 | 0 | 0 | 0 |
| Foster | 3 | 0 | 0 | 3 |
| Migrant | 0 | 0 | 0 | 0 |
| Head Start | 0 | 0 | 0 | 0 |
| RCCI | 0 | 0 | 0 | 0 |
| Early Childhood | 0 | 0 | 0 | 0 |
| Homeless | 0 | 0 | 0 | 0 |
| Declined | 0 | 0 | 0 | 0 |
| Denied | 0 | 0 | 0 | 0 |
| Did Not Apply | 0 | 0 | 0 | 0 |
| Socioeconomic Status | 0 | 0 | 0 | 0 |
| Even Start | 0 | 0 | 0 | 0 |
| Medicaid | 0 | 0 | 0 | 0 |
|  | 0 | 0 | 0 | 0 |
| **Total** | 1051 | 0 | 0 | 1051 |

**Figure 3: FRAM Eligibility Report Screenshot (Details)**

The following steps should be done for verification of meal/SES status in the district:
1. Generate the FRAM Eligibility report (FRAM>Reports>Eligibility).
   a. Set the following parameters:
      i. **School Year:** Choose the current year (default)
      ii. **Summary Type:** Period; enter the first day and last day of school for students
      iii. **Date:** Must be between the first day and last day of school for students
      iv. **Eligibility Type:** Meal (include SES as well if you are using IC POS)
      v. **Eligibility:** Free
      vi. **Eligibility Certified Type:** All
      vii. **Grades:** 00-14
      viii. **Observe State Exclude:** Marked
      ix. *(Optional) – Include Detail:* Marked
      x. **Show Only Latest Eligibility:** Marked
      xi. **Calendars**: Choose applicable calendars
   b. (*Non-CEP Districts/Schools*) Compare the free student counts on the FRAM Eligibility report against your POS system for non-CEP schools, 2) for the CEP schools you can compare the free percentage against the prior year.

## Enrollment
Districts can spot check enrollments, especially those students who have an ADM less than 1. Ensure that the correct start/end dates are entered.

**Timeline**

| Activity | Early May | Mid-June | First of July | Comments |
|---|---|---|---|---|
| Preliminary Verification | 1 | | | Validation and clean- up of data by districts |
| Final Verification | | 2 | | Final review by district |
| Data Pull | | | 3 | Data extracted by KDE on the first of July. |

Timeline table information can be found below

Districts should be aware of the timeline involved with SEEK At Risk ADM verification. Preliminary numbers will be shared with the district's DPP for verification. The prior year's SEEK At Risk ADM will be shared for districts to compare their numbers to.

In mid-June the district will receive the final SEEK At Risk ADM numbers. The district will need to confirm the accuracy of the final SEEK At Risk ADM number with KDE. The email sent with the final number will provide instructions on certifying the report data.

After receiving their final number districts are required to send an email verifying that the SEEK At Risk number they received is correct. The verification email should be send to Samantha Engstrom.

**Frequently Asked Questions**

*What should I be verifying?*
When you receive the preliminary SEEK At Risk ADM report you will want to verify that the number appears reasonable as compared to what is in Campus. You'll also want to compare what your current year's number is against the prior year. Use the steps shown above to verify the accuracy of your current SEEK At Risk ADM.

*The number of free students appears low for a school. What should I do?*
Run the POS student roster for that school for all who have a free meal status and check each name against the SEEK At Risk ADM report. If a student does not appear on the report then investigate further: check that a free meal status record is in FRAM.

*I found issues after the final deadline. What should I do to correct my numbers?*
Issues found should be immediately reported to Samantha Engstrom or Chay Ritter.

*Who should I contact if I have any questions?*
Please contact Samantha Engstrom) at (502) 564-5625, ext. 4434 or email Samantha.engstrom@education.ky.gov.