

# ME (Membership Report) (Indiana)

Last Modified on 07/11/2024 1:55 pm CDT

This report is no longer supported or updated by Infinite Campus. The flat file reports will remain available in the Infinite Campus system until the 2023-2024 school year. Schools can continue to use the flat file reports as needed until then, but Infinite Campus no longer provides any support.

[Data Exchange](#) was designated as the sole source of truth for all data for the purposes of required reports beginning with the 2021-2022 school year. Please refer to the [Indiana Ed-Fi](#) documentation for additional information about current state reporting practices / procedures using the Data Exchange Ed-Fi System.

[Data Submission](#) | [Report Logic](#) | [Report Editor Details](#) | [Report Examples](#) | [Membership Report Layout](#)

**Classic View:** IN State Reporting > ME

The purpose of this data collection is to gather Average Daily Membership (ADM).

Membership Report

This tool will extract data to complete IN Membership Report.

**Extract Options**

Start Date:

End Date:

Format: Comma Separated

Pull IPS Student's Only:

Instructional Days:

Ad Hoc Filter:

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

**15-16**

- AD 15-16
- AR 15-16
- BH 15-16
- EV 15-16
- EXP 15-16
- FC 15-16
- KI ES 15-16
- ME 15-16
- MW 15-16
- PK 15-16
- REG 15-16
- RS 15-16
- SC 15-16
- SS 15-16
- TC 15-16

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 05/04/2016 and 05/11/2016

Queued Time	Report Title	Status	Download
05/09/2016 10:26:09 AM	IN Membership Report	Completed	<a href="#">Get the report</a>

Membership Report Editor

## Data Submission

- The first collection period for ADM begins in mid-September and runs to late September, with the sign-off period running from then until early October.
- The second collection period for ADM begins in early December and runs to mid-December, with the sign-

off period running for roughly a week.

- The third collection period is for an informational ADM count that runs from early May through mid-May, with the sign-off period running for a week after that.

The Office of School Financial Management requires the final report of Average Daily Membership by corporation be signed by the Superintendent and Treasurer/Trustee and mailed to their office. The signed report must reflect the totals in the Application Center and all membership conflicts must be resolved before the report is printed and returned. Any correction or additions to the DOE-ME data after the report is mailed will require another signed and returned report.

## Report Logic

- All students who have active enrollments will be included in this report.
- Students who have the *Membership Exclude* field marked on their enrollment are excluded from the report.
- Students, calendars and grade levels which are marked State Exclude do not appear in this report.
- Report population according to [ADM Type](#) and Corporation of Legal Settlement:

ADM Type	Corporation of Legal Settlement		
	NULL	Same as District database	Different District
<b>1</b>	Reports	Reports	Reports
<b>2</b>	Reports	Reports	Reports
<b>3</b>	Reports	Reports	Reports
<b>4</b>	Reports	Reports	Reports
<b>5</b>	Reports	Reports	Reports
<b>6</b>	Reports	Reports	Reports
<b>8</b>	Does NOT Report	Does NOT Report	Does NOT Report
<b>10</b>	Does NOT Report	Does NOT Report	Does NOT Report

## Report Editor Details

The following table defines the fields available on the Membership Report Editor.

Editor Field	Description
<b>Start Date</b>	The earliest date from which data is pulled for the report.
<b>End Date</b>	The latest date from which data is pulled for the report.
<b>Format</b>	The format in which the report will generate. Options include HTML, Comma Separated and XML.
<b>Pull IPS Students Only</b>	Only students who have the IPS Student checkbox marked on their enrollments should appear on this report. IPS indicates that the student enrollment is with an Indianapolis Public School.

Editor Field	Description
<b>Instructional Days</b>	The number of instructional days for the student considered as Dual Enrollment (ADM type 6).
<b>Calendar(s)</b>	The calendar(s) from which data is pulled for the report. Can be set to display only the active year, or be sorted by school or by year.
<b>Ad Hoc Filter</b>	Selecting a filter limits the results to only those included in the filter.
<b>Generate Extract/ Submit to Batch</b>	Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of immediately generating the report by clicking <b>Generate Extract</b> . The batch process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <a href="#">Batch Queue</a> article.

## Report Examples

	A	B	C	D	E	F	G	H	I	J
1	5193	123456789	1	5310			9	49	0	N
2	5193	234567891	1	5310			12	49	0	N
3	5193	345678912		5310			11	49	0	N
4	5193	456789123		5310			11	49	0	N
5	5193	567891234		5310			11	49	0	N
6	5193	678912345	1	5310			9	49	0	N

Membership Report - Comma Separated

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Membership (DOE-ME) Version 09.24.08
- <Corporation id="5310">
- <School id="5193">
- <Student STN="123456789" >
  <SchoolUse Grade="09" />
  <ADMInfo ADMType="" InstructionalDays="" InstructionalMinutes="" />
  <LegalArea LegalCorp="5310" LegalCounty="49" DualCredit="0" />
</Student>
- <Student STN="234567891" >
  <SchoolUse Grade="12" />
  <ADMInfo ADMType="" InstructionalDays="" InstructionalMinutes="" />
  <LegalArea LegalCorp="5310" LegalCounty="49" DualCredit="0" />
</Student>
- <Student STN="345678912" >
  <SchoolUse Grade="11" />
  <ADMInfo ADMType="" InstructionalDays="" InstructionalMinutes="" />
  <LegalArea LegalCorp="5310" LegalCounty="49" DualCredit="0" />
</Student>

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Membership Report - XML

## Membership Report Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
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Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Corporation ID</b>	<b>XML Only</b> The State District Number.	Numeric, 4 digits	District.number	System Administration > Resources > District Information > State District Number
<b>School Number</b>	State assigned school number. If Serving School is blank, reports as school code from System Administration > Resources > School.	Numeric, 4 digits	EnrollmentIN.servingSchool	Student Information > General > Enrollments > State Reporting Fields > Serving School
<b>Student Test Number</b>	Official Student Test Number (State ID) assigned to the student.	Numeric, 9 digits	Person.stateID	Census > People > Demographics > Person Identifiers > State ID
<b>Last Name</b>	<b>HTML Only</b> The student's last name.	Alphanumeric	Identity.lastName	Census > People > Demographics > Person Information > Last Name
<b>First Name</b>	<b>HTML Only</b> The student's first name.	Alphanumeric	Identity.firstName	Census > People > Demographics > Person Information > First Name
<b>ADM Type</b>	Indicates type of student enrollment. See options in the <a href="#">ADM Type Options</a> table following.	Numeric, 1 digit	EnrollmentIN.admType	Student Information > General > Enrollment > State Reporting Fields > ADM Type

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Corporation of Legal Settlement</b>	State-assigned corporation number for corporation of legal settlement. If blank, reports as district number of student enrollment.	Numeric, 4 digits	EnrollmentIN.corporation	Student Information > General > Enrollments > State Reporting Fields > Corporation Number
<b>Instructional Days</b>	Number of instruction, attendance or school days. Only reports for students with an ADM Type of 6: Dual Enrollments.	Numeric, 3 digits	Not dynamically stored	Not dynamically stored

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Instructional Minutes</b>	<p>Total number of instructional minutes . Only reports for students with an ADM Type of 6: Dual Enrollments. This field reports blank for the following:</p> <ul style="list-style-type: none"> <li>• The ADM Type is NOT 6.</li> <li>• The Dual Credit field is not Null or 0 (zero).</li> </ul> <p>The difference between ADM type of 6: Dual Credit and Dual Credit is ADM deals with students who are receiving instruction with a nonpublic or home school and Dual Credit deals with students enrolled in a state educational institution and the corporation taking college level courses.</p>	Numeric, 3 digits	Enrollment.dualEnrollmentInstrMin	Student Information > General > Enrollment > State Reporting Fields > Daily Dual Enrollment Instr Minutes
<b>Grade Level</b>	Grade level of student	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollments > Grade

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>County of Legal Residence</b>	<p>County number of the student's legal residence.</p> <p>If the "County of Legal Residence" field on the student's enrollment is null, primary addresses that are active on or within the Start/End Date of the report are considered. When reporting the county tied to a student's primary address, the value set in the "Number" field (System Administration &gt; Resources &gt; Counties) reports.</p> <p>If the enrollment field is Null and the student does NOT have a primary address, this field reports blank.</p>	Numeric, 2 digits	Address.county	<p>Census &gt; Household &gt; County</p> <p>System Administration &gt; Resources &gt; Counties</p>

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Dual Credit</b>	<p>Indicates student is enrolled in a state educational institution and the corporation taking college level courses. If blank, reports as 0. Valid options include:</p> <ul style="list-style-type: none"> <li>• 0: No, not applicable to this student</li> <li>• 1: Postsecondary program</li> <li>• 2: Double-up for college program</li> <li>• 3: High school fast track to college</li> </ul>	Numeric, 1 digit	EnrollmentIN.dualCredit	Student Information > General > Enrollments > State Reporting Fields > Dual Credit
<b>Full Day Kindergarten Student</b>	<p>Indicates if student is a full-day kindergarten student. Reports Y if Kindergarten Code under System Administration &gt; Calendar &gt; Calendar &gt; Grade Level is FDK and state grade level is KG.</p>	Alphabetic, 1 character  Y or N	Enrollment.grade	Student Information > General > Enrollments > Grade



Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Virtual Student</b>	<p>Indicates whether the student is a 50% or more Virtual Ed Student.</p> <ul style="list-style-type: none"> <li>• When the Virtual Student field is 50% or more, <b>Y</b> reports.</li> <li>• When the Virtual Student field is 49% or less; i.e., Online Learning is not indicated for more than half of the student's courses, <b>N</b> reports.</li> <li>• When the Distance Learning checkbox is marked and there is a value in the Virtual Student field of 50 or more, <b>C</b> (COVID-19 Virtual) reports.</li> <li>• When the Virtual Student field is blank, <b>N</b> reports.</li> </ul>	<p>Alphabetic, 1 character</p> <p>Y, N, or C</p>	EnrollmentIN.virtualStudent	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting &gt; Virtual Student; Distance Learning</p>

## ADM Type Options

Code	Description
<b>1</b>	Resident Enrollment
<b>2</b>	Transfers Out

Code	Description
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<b>3</b>	Cash Transfers
<b>4</b>	State Obligations
<b>5</b>	Placements In
<b>6</b>	Dual Enrollments
<b>8</b>	Transfer In
<b>10</b>	Out-of-State

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