

# BIE ISEP 10 Year ADM Report

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: ISEP 10 Year

[BIE ISEP 10 Year ADM Report Editor](#) | [Report Logic](#) | [Attendance Calculations](#) | [Generate the Extract](#) | [Understanding the BIE ISEP 10 Year ADM Report](#)

The BIE ISEP 10 Year ADM Report identifies ISEP student counts for each school location, by grade level, for the ten previous years. The ISEP student count data collected is reported on an annual basis.

Data included in the report is based on Certified ISEP Data from Instructional calendars.

This report is only available in the NASIS State Edition.

BIE ISEP 10 Year ADM Report ☆

Reporting > BIE Reports > BIE ISEP 10 Year ADM Report

ISEP 10 Year ADM Report

This report will list the ADM per year and grade level for each school. The data included is based on Certified ISEP data.

Report Options

Reporting Year

23-24 ▾

Format

PDF ▾

Generate Report

Submit to Batch

Select Schools

Example School

CTRL-click and SHIFT-click for multiple

Refresh

Show top 50 ▾

tasks submitted between

02/06/2024

and

02/13/2024

Batch Queue List

Queued Time	Report Title	Status	Download

*BIE ISEP 10 Year ADM Report Editor*

**Read** - View and generate ISEP 10 Year ADM Report.

**Write**- N/A

**Add**- N/A

**Delete** - N/A

Users must also have [Calendar Rights](#) to any calendar(s) selected.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

# Report Logic

## School

- Calendars must have BIE Type I:Instructional to report
- Only grade levels found in the school/calendar are included
- The report includes only the schools selected in the Report Options

## Student

- Enrollment record has an Enrollment Type = 1: ISEP

# Attendance Calculations

Only calendars meeting the following criteria will report data:

- Flagged as Instructional
- Does NOT have the Exclude checkbox marked

## Membership Days Calculation

The total number of days marked as Instruction during the student's enrollment period.

- If a student's enrollment starts or stops during the first 10 day instructional days of the calendar, adjustment may be necessary. To determine the adjustment, you must look at the student's attendance.
- If the student was present for 5 or more of the first 10 instructional days, the student gets credit for the full 10 days. These adjustment days must be added on to the student's total membership count.
- If a student has more than 5 instructional days in membership over the first 10 days but less than 10, and there is another enrollment during those first 10 days, the sum of membership days between the two enrollments should not equal more than 10.
- If the student qualifies for the adjustment, the membership days of the most recent enrollment should be calculated as  $(10 - \text{membership days of other enrollment})$  so that the total membership days during those first 10 days is equal to 10.

## Instructional Days Calculation

The total number of days marked Instruction for the calendar being reported.

This number is not tied to the student's enrollment. This number should be the same for all students on the report. This number is displayed in the header and used for student ADM calculations.

## ADM Calculation

Student membership days divided by total instructional days in the calendar multiplied by the student's percent enrolled. This number is rounded to two decimal places (##.##).

## Generate the Extract

1. Select a **Reporting Year**.
  - The value selected determines the years included in the 10 year report.
    - Example: If 2019 is selected it will include data for 2019 and 9 previous year.
2. Select the report **Format** (PDF or CSV).
3. **Select Schools** to be included in the report. Use CTRL-click and SHIFT-click for multiple selections.
4. Select **Generate Report or Submit to Batch**. The report will appear in a separate window in the designated format.

## Understanding the BIE ISEP 10 Year ADM Report

The Header on the first page of the report includes the years the report was generated for and a total school count.

Bureau of Indian Education					ISEP 10 Year ADM Report					
Generated on 06/18/2020 10:40:10 AM Page 1 of 12					Schools: 28 Years: 2011-2020					
School Name: ████████ Day School										
School Number: D53S02										
State: FL										
Grade	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
KG	19.3	18.2	14.8	18.2	13.1	21.7	21.0	19.4	24.1	
01	18.6	14.4	13.7	10.7	16.2	12.6	20.0	16.5	21.9	
02	11.2	16.8	13.0	8.8	13.5	16.1	16.1	16.9	17.2	
03	15.7	9.1	12.5	11.8	7.7	11.0	14.3	18.2	18.7	
04	19.1	18.9	10.1	10.2	9.0	7.8	9.1	12.5	18.0	
05	10.1	17.7	13.1	6.6	10.8	8.8	9.8	12.1	12.7	
06	8.1	11.4	14.6	9.7	8.3	6.6	4.4	7.6	11.6	
07	6.2	7.9	12.8	11.4	9.6	11.5	7.4	5.9	9.8	
08	8.7	5.7	8.0	8.5	15.4	8.8	7.9	9.1	8.5	
09	12.4	11.0	8.3	8.9	5.1	13.8	5.0	6.6	11.7	
10	7.2	7.6	12.6	8.9	6.3	7.1	10.1	7.1	4.5	
11	6.8	6.0	7.6	9.7	7.7	4.4	3.6	10.3	6.7	
12	8.4	8.8	5.8	5.1	6.0	5.7	4.0	1.1	10.0	

ISEP 10 Year ADM Report- CSV

Field	Description
School Name	Reports the school Name.
School Number	Reports the BIE Group Number.

Field	Description
<b>State</b>	Reports the Physical State.
<b>Grade</b>	Reports the Grade Levels available for the school/calendar.
<b>Year</b>	Reports the Reporting Year selected and 9 previous years for a total of 10 reporting years.
<b>ADM</b>	<p>General ADM is calculated by multiplying a student's total number of Membership Days by his/her FTE/Percent Enrolled (percent expressed in decimal form). The result is then divided by the total number of Instructional Days. The final value is the ADM.</p> <p>For Instructional calendars:</p> $\frac{\text{BIEISEPCertInstructional.memDays} \times \text{BIEISEPCertInstructional.percentEnrolledBIE}}{\text{BIEISEPCertInstructional.instdays}}$ <p>The individual student ADM values are added together to determine the school ADM, by grade level for this report.</p>