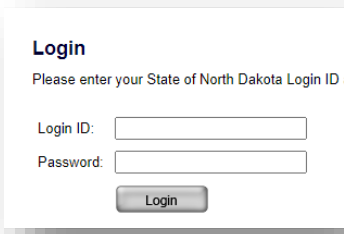
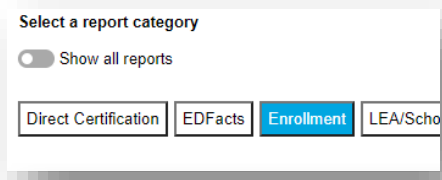
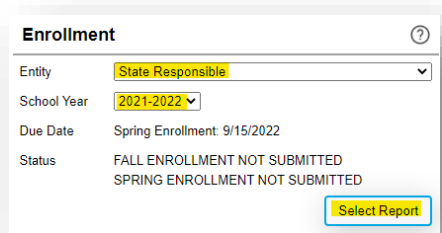
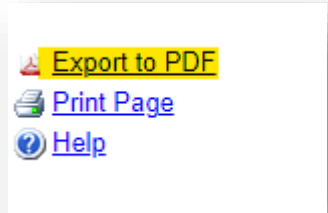


The Pupil Membership Summary indicates the ADM used to calculate a schools foundation aid payment

Narrative	Screenshot
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	
<p>On the Enrollment report, select your district from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	
<p>Select 'Export to PDF' from the left side menu (at the bottom)</p>	



From the dropdown, select either 'Pupil Membership Summary' or 'Pupil Membership Summary Detail' and hit 'PDF'

Pupil Membership Summary – aggregated information (no student data visible) – great report to share with school boards!

Pupil Membership Summary Detail – shows student level information

The 'Detail' 'report is divided into 'District' and 'Plant(s)' You will see a separate Plant group for each Plant in your district

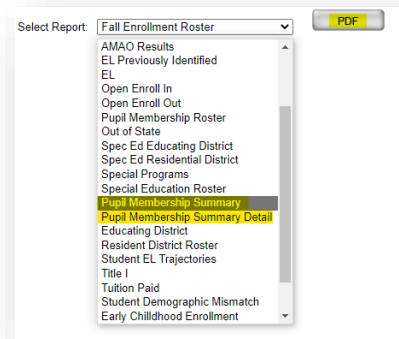
The Total ADM column shows the ADM calculated for each student

You should see a 1.00 for students who you were **educating for the full year**

You should see less than a 1.00 for students who you were **educating for a portion of the year**

PreK students will show a 0.00 unless they came in for Special Education services

Homeschool and Non-Public enrolled students will show a 0.00 unless they came in for classes



	ADM PK	ADM K	ADM 1-6	ADM 7-8	ADM 9-12	Alt ADM 9-12	Total ADM
DPI DISTRICT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>							
DPI PLANT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1.00	0.00	0.00	0.00	0.00	0.00	1.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00