

1 **Potomac Elementary**

2
3 **STUDENTS**

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4
5 Enrollment and Attendance Records

6
7 Average Number Belonging

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9 Average Number Belonging (ANB) is the enrollment measure used for the State Foundation
10 Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the
11 attendance records of the preceding year. Funding for districts is based on ANB, which is based
12 on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of
13 pupil instruction for which a school course or program is offered or for which a pupil is enrolled.
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15 For a child to be counted for ANB purposes:

- 16
17 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
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19 b) Attending 181 to 359 aggregate hours = One-quarter time enrollment
20
21 c) Attending 360 to 539 aggregate hours = One-half time enrollment
22
23 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
24
25 e) Attending 720 aggregate hours or more = Full-time enrollment
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27 Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year
28 may not be included for ANB purposes.
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30 Homebound Students

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32 Students who are receiving instructional services, who were in the education program and, due to
33 medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may
34 be counted as enrolled for ANB purposes, if the student:
35

- 36 a) Is enrolled and is currently receiving organized and supervised pupil instruction;
37
38 b) Is in a home or facility which does not offer a regular educational program; and
39
40 c) Has instructional costs during the absence, which are financed by the District’s general
41 fund.
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43 If a homebound student does not meet the criteria set forth above, the District may request a
44 variance through the Office of Public Instruction, for consideration of the student in the
45 enrollment count for ANB purposes beyond the tenth (10th) day of absence.
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Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student’s attendance record.

On the first (1st) Monday in October and on February 1st (or the next school day if those dates do not fall on a school day), the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference: 10.20.102, ARM Calculation of Average Number Belonging (ANB)
 20-1-101, MCA Definitions

Policy History:

Adopted on: December 13, 2010

Reviewed on:

Revised on: