



Subchapter G Application Info Session

Enrollment and SOF Worksheets
of Financial Plan Workbook

Functionality of Enrollment and SOF Tabs

- **Enrollment tab is a GREEN tab: open for data Entry**
- **SOF tab is a BLUE tab: protected (no data entry)**
- White data fields (cells) open for data entry.
- Non-white cells are protected and provide a data description for line item or column.
- Hover over cells with **RED corner** for more information about data field.
- Data entry is for Enrollment estimates, with exceptions for Transportation section, CCMR, and Additional Funding.
- State Funding recommends applicants start at the top and work your way down the Enrollment tab.

Enrollment Tab

- Total Enrollment section
 - Entry of enrollment based on the duration the adult learner is anticipated to be enrolled for the school year.
- Other Student Population Enrollment section
 - Enter enrollment estimates, and Percent Rate of Attendance (line 24)
 - **ADA and FTEs are calculated based on attendance for special education services, career and technology education, etc.**
- Applicants should refer to the Student Attendance Accounting Handbook (SAAH) to comply with attendance, which is required for all LEAs including Subchapter G Charters.

Enrollment Tab Cont.

- Error Messages may appear – review the message and correct
 - Line 89 & 90 Notice Checks for Special Ed. And CTE – warning that the total for this section may be greater than total enrolled. This can happen when students are enrolled in multiple instructional settings.
- These sections are **not** enrollment based:
 - **Additional Funding** – Total credits earned (estimate credits for career and technology courses and other courses that are not CTE) and Graduates (estimating students who successfully complete AEP Program)
 - **CCMR** – Graduate count (**estimating graduates for cohorts**)
 - **Transportation** – only section where applicant enters \$ entry
- Additional Funding and CCMR start-up year is **locked** as new Subchapter G charter schools have no prior year data.

Summary of Finance (SOF) Tab

- **SOF tab is a view only tab**; tab is protected (no data entry).
- Incorporates data from Enrollment tab for calculations.
- Displays the estimated total state aid and serves as a sample of what an actual SOF report will look like for the Subchapter G charter school's start-up year.
- In the Other Programs section: depiction of funding allotment that is applicable in future years, but not in first year of operation.