

## Directions for filling out the Proportionate Share Calculation Form

ESE now requires districts to submit proportionate share calculations and expenditure forms annually to ESE. **Beginning in FY18, all districts must submit the required proportionate share forms with the grant application for IDEA Part B (Fund Code 240).**

The Proportionate Share Calculation Form is an Excel workbook designed with 5 tabs representing the following 5 sections:

- Part I General Information,
- Part II Data Entry,
- Part III Calculation,
- Part IV Child Find and Consultation, and
- Part V Budget Expenditure.

The sections are represented in the headings below. The Excel file is already formatted for you with prefilled formulas to calculate properly. You will need to enter the data in the required cells for the form to calculate properly.

1. Please download and save the Proportionate Share Calculation Form.

**Reminder:** Districts are being asked to:

- a) **Recalculate Proportionate Share for FY 17, Based on the Child Count Conducted October 1 – December 1, 2015**
  - b) **Calculate Proportionate Share for FY18, Based on the Child Count Conducted October 1 - December 1, 2016**
2. Document a. and b. above in two separate forms. Save one file as: "Proshare\_FY18\_LEAcode.xlsx". Do a "File...Save As" to create a second copy named "Proshare\_FY17\_LEAcode.xlsx".
  3. Keep the FY17 form for your records. The FY18 form will be submitted with your IDEA grant application this summer.

### PART I: General Information

4. Click on the first tab, "PART I: General"
5. Please fill in the following contact information: District LEA code (4-digit code), Date Submitted (mm-dd-yy), School District Name, School District Address, and Name of person to contact regarding this report (including name, title, phone number, and email).
6. Then, please answer #1 by placing an "X" in the appropriate corresponding box(es) A-E.
7. Next steps:
  - a. If you responded **YES** to A and/or B, please fill out all of tabs Parts II, III, IV and V.
  - b. If you responded **NO** to both C and D, please fill out the tab Part II, (section 2) Annual Data Collection, column C only.

- c. If you responded **NO**, to E, please save and submit your form. This form is not required for your district.

8. Save before you move on.

## PART II: Data (sections 1 and 2)

9. Click on the 2<sup>nd</sup> tab, "PART II: Data". Fill in the data fields with whole numbers only. You will be filling out the information for resident and non-resident students. Resident students are students who live in your district. Non-resident students do not live in your district.

Data note: depending on which year you are calculating use the following:

- a) If you are recalculating for FY17 – you will use your 2015-2016 child count information.
- b) If you are calculating for FY18 – you will use your 2016-2017 child count information.

### Section 1 Child Count for Proportionate Share Calculation

10. Fill in Section 1 – Child Count, line 1 (A.,B.,C.) and line 3. Line 2 will calculate automatically for you.
- a. For any item, if the answer is 0 (zero), you must type in the 0 for the rest of the form to calculate properly.
  - b. You will notice Item A refers to private school students who live in and attend school in your district , Item B refers to home schooled students who live in your district, while Item C refers to students who do not live in your district but attend school in your district.
  - c. IMPORTANT NOTE FOR LINE 1: You are counting **all eligible** private school students attending private school in your district and home school students whether they receive services from you or not. If they have been found eligible, remember they are eligible for 3 years. For example, if I am completing the calculation for FY18, I will be count back 3 years of eligibility since once a child is found eligible they remain so for 3 years; thus I'll count 2016-2017, 2015-2016, and 2014-2015.
  - d. Line 3 is the number of Students with IEPs in your public school district. People often use their Oct. 1 SIMS number here.

### Section 2 Annual Data Collection (required for federal data collection purposes)

11. Section 2 Annual Data Collection (required for federal data collection purposes)

Depending on the answers to Part I General, see a. and b. below:

- a. If on tab "Part I General" you answered "YES", you have private schools in your town and/or "YES", you have home schooled students in your district, please fill out Lines 1, 2, 3, and Items A, B, C, and D. Then, save and proceed to Part III Calculation.
- b. If on tab "Part 1 General" you answered "NO", you do not have any private schools **and** "NO", you do not have any home schooled students in your district; please fill in Lines, 1, 2, 3 for Item C only. Then, save your form and submit it to the Department.

## PART III: Calculation

12. Please click on the 3<sup>rd</sup> tab, "PART III: Calculation".
13. If you filled in all the data, including zeros on "Part II Data", lines A, B, C, and E will have data prefilled for you. You need to fill in only Line D, which is your IDEA (grant fund code 240) allocation. \*Line D Note—depending on the fiscal year you are calculating:
  - a. If you are recalculating for FY17 – you will use your 2015-2016 child count and calculation; input your FY17 IDEA allocation in line D.
  - b. If you are calculating for FY18 – you will use your 2016-2017 child count and calculation; input your FY18 IDEA allocation in line D. (FY18 allocations are not yet available. Please bookmark the [homepage](#) of the Office of Special Education Planning & Policy, where announcements will be posted. The new grant application and allocations will be available later in July.)
14. Line E. of this chart is calculation of the minimum proportionate share of federal funds that the district is required to spend on services to eligible students who attend private schools and/or home-schools located in your district in the next fiscal year.
15. Save before you move on.

## PART IV: Child Find & Consultation

16. Click on the 4<sup>th</sup> tab, "PART IV: Child Find & Consultation".
17. Please fill in the narrative information for numbers 1, 2, and 3 about Child Find and Consultation that has taken place with the private schools in your district.
18. For Item 4, please select "YES" or "NO" by placing an X in the appropriate corresponding box.
19. Save before you move on.

## PART V: Budget Expenditure

20. Please click on the 5<sup>th</sup> tab, "PART V: Budget Expenditure".
21. Please fill in the budget for how you plan to spend the proportionate share funds over FY18. Please use whole numbers only. Your line item amounts should not exceed the amount indicated in your 240 Grant application line items. Your total budget on this page will need to at least meet your minimum proportionate share obligation.
22. Line 11 is dedicated to any unspent proportionate share funds from the previous fiscal year.
23. Fill in the Assurance Statement.
24. Save the form.
25. If you would like a hardcopy, go to "Print" for each of the tabs.
26. Submit the FY18 form to the Department with your 240 grant application.