



State of Wisconsin
Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: January 3, 2008

TO: School District Administrators

FROM: David Carlson, Director
School Financial Services Team

RE: January Pupil Count Report - PI 1563 Information
2007-2008 Common School Fund (Library) Aid
2007-2008 Budget Report Amendments
School Days and Hours of Instruction
Upcoming Mailings and Important Dates

January Pupil Count Report - PI 1563 Information

Please route the following information to the individual(s) who completes the PI 1563 January Pupil Count Report for your district. The pupil count date is Friday, January 11 and the report is due Monday, January 28.

The PI 1563 Internet Pupil Count Report is accessed through the Reporting Portal link on the School Financial Services Team website located at <http://dpi.wi.gov/sfs/index.html>. Pupil count report instructions and a spreadsheet are again available under the "Membership Report" link on the left-hand scan bar or directly at <http://dpi.wi.gov/sfs/doc/guidelinesforcounting.doc> and http://dpi.wi.gov/sfs/xls/pi1563_worksheet.xls.

The PI 1563 Pupil Count Report will close at the end of the day on Monday, January 28. Districts with a required membership audit will receive a mailing dated January 30. Membership information will also be posted to the team's website on January 30 under "Audit/Auditor Info" on the left-hand scan bar and under "Late Breaking Information."

New for the 2007-08 school year: Districts will be required to document a reconciliation process for membership changes from the September count date to the January count date. Information about this requirement is available as a webcast located on the team's website under "Late Breaking Information" or directly at <http://www.dpi.wi.gov/sfs/break.html>. It is entitled, "PI 1563 September/January Pupil Count Reconciliation Webcast."

Districts that need to amend their pupil count after January 28 will do so by one of two ways:

- If your district has a membership audit, simply go into the reporting portal and make the changes. The auditor will verify any changes upon completion of the audit.
- If your district does not have a membership audit, send an email to dpisfsreports@dpi.state.wi.us requesting the finance team to open the portal. The district will then be advised via an email response when the portal will be open for revisions. Contact Janette Gosdeck, School Financial Services Team, at 608-267-9218 or by email at janette.gosdeck@dpi.state.wi.us should you have questions.

If your district is unable to hold school on January 11, a request for an alternative pupil count date must be submitted to the State Superintendent (s. 121.05(3), Wis. Stats.). Address your request to Debbie Gaffney Dilley, School Financial Services Team, by e-mail at debra.gaffney-dilley@dpi.state.wi.us. Please specify the alternative date that you are requesting. In most circumstances, the date should be either the Thursday before or the Monday after the Friday count date.

2007-2008 Common School Fund (Library) Aid

Each year school districts receive common school funds (library aid) that are used to purchase library books and other instructional materials. The funding source for this aid is income generated from the state's common school fund, which is primarily derived from interest payments on loans made from the fund to municipalities and school districts by the Board of Commissioners of Public Lands (BCPL). Under the Constitution, revenues from certain fines and forfeitures and the sale of public lands are also deposited in the common school fund.

The common school fund payment to districts for the 2007-2008 school year will be \$28.08 per census student. This new figure is based upon the BCPL estimate of \$35,000,000 being available for payment as of April 15. Although this is an estimate, and cannot be guaranteed, it is a conservative estimate and the department feels confident that this is the amount that will be distributed. Payments to districts will be made on Monday, April 28, 2008.

The calculation of each school district's Common School Fund (library aid) is available on the team's website. Click on the "Aid Information" link on the left-hand column scan bar of the team's home webpage or go to the website address: <http://dpi.wi.gov/sfs/comsch.html>. Additional information about the Common School Fund can be found on the website referenced above. Reminder: districts must spend in the identified 222 000 function object accounts, an amount equal to the library aid they received within the fiscal year, as required by statute. Some districts will receive an additional letter enclosed in this mailing if the district in the 2006-2007 school year did not spend an amount equivalent to library aid received in that year.

New for 2007-08: With passage of the state budget in October 2007, s. 43.70(3), Wis. Stats., which guides use of the Common School Fund, was amended. With the amendment, school districts may now use up to 25 percent of the [CSF] moneys received in a fiscal year to purchase school library computers and related software to be housed in the school library. These purchases must be made in consultation with the school district's library media coordinator, as per PI 8.01(2)(h), Wisconsin Administrative Code. For more about this and other Common School Fund information, go to: <http://dpi.wi.gov/sfs/comsch.html>.

2007-2008 Budget Report Amendments

Districts that officially amend their budget by school board action should also amend the PI 1504 Budget Report. This will ensure that the data used by the department in equalization aid estimates, including the July 1 aid estimate, is the most up-to-date data available. Districts may amend their budget report data by entering the budget report program online and making the changes. Please remember to complete the submission process after the district has amended the report.

Note: districts are able to enter the reporting portal and view budget report data without a password. A password is required only when entering or amending budget report data.

School Days and Hours of Instruction

Please refer to the attached document that provides information regarding required school days and hours of instruction. This document is also located under “Mailings/List Serve” on the left-hand scan bar of the team’s home web page or directly at <http://www.dpi.wi.gov/sfs/mail0708.html>.

Upcoming Mailings and Important Dates

Date	Event
January 11	Second Friday Pupil Count Date
January 22	Special Education Aid Payment
January 28	Transportation Aid Payment/PI 1563 Pupil Count Report Due
January 30	Mailing – District Notification of Required Membership Audit
February 19	Special Education/SAGE Aid Payments
March 17	Special Education Aid Payment
March 24	Equalization Aid/Special Adjustment Aid Payment

The School Financial Services Team home web page is located at <http://www.dpi.wi.gov/sfs/index.html>.

Please contact one of the following School Financial Services Team consultants should you have questions:

- Brad Adams (608) 267-3752 bradley.adams@dpi.state.wi.us
- Lori Ames (608) 266-3464 lori.ames@dpi.state.wi.us
- Karen Kucharz Robbe (608) 267-9707 karen.kucharzrobbe@dpi.state.wi.us

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Enclosure: Common School Fund Letter (Some Districts)
School Days and Hours of Instruction