

INSTRUCTIONS
FY09 SCHOOL CHOICE CLAIM FORM

The School Choice April roster contains data elements obtained from the October 1, 2008 Student Information System (SIMS) submissions this past fall.

The data on the spring roster claim forms reflect what the Department had on file as of mid-March. The gray-shaded columns contain data obtained from SIMS or from subsequent follow-up directly with school district staff. In the five green-shaded columns, districts are asked to provide data that is not available from SIMS: special education cost, start date, leave date (if a pupil has left during the year), street address, and town of residence.

SIMS Data Elements (Gray-Shaded Columns)

SASID: DOE002 the State-assigned student identifier for each pupil. If these data are missing NO TUITION WILL BE CALCULATED.

Multiple records: refers to more than one record or multiple records for the same person. A family could have lived in town A and on February 16th moved to town B. In such a case one would change the Leave Date column to 2/15/09

. Then one would create a new record for the pupil, duplicating the relevant information, and entering 2/16/09 as the start date. This method allows for the proper allocation of a pupil's tuition between the proper sending districts. If the "new" address is in the receiving district, the pupil can no longer be counted for choice tuition as of the date he moved.

Student Name: the names of all students (DOE003 & DOE005) attending school in your district who are non-residents and are attending under the "School Choice Program" Chapter 76, Section 12B. Do not include non-resident pupils whose tuition is paid by their parents or other private parties, by other public school districts, by the Department of Elementary and Secondary Education through the METCO program or whose tuition you have waived.

Grade: DOE016- the student's grade level in FY09

Date of Birth: DOE006- the student's date of birth in numeric form (Month/Day/Year).

Career Technical Code: DOE035- Career & Technical Program type of program. Leave blank if not applicable.

SPED Placement: DOE034 –Special Education placement code. Leave blank if not a special education student.

DOE015 Town Code: the three-digit code of the student's city or town of residence.

Special Education Cost: For each school choice pupil in special education, the specific cost associated with his or her program should be calculated using the school choice special education increment template which can be downloaded from the ESE web site at <http://finance1.doe.mass.edu/schoice/roster09.html>

:When the information has been entered into that worksheet, the pupil's special education cost increment can be obtained from column L ("FY09 adjusted total cost") of the "sum_all" sheet.

FY09 Start and Leave Date: List the month, day and year of the first day of school year 2008-2009 that the student was enrolled in your district. If he or she is no longer enrolled, indicate the date of departure. If the student was enrolled for the entire year, leave these columns blank.

Residence: List the street and city or town in which the student resided while he or she was a non-resident. Please avoid using post office boxes. If the student has moved during the year, please include a separate entry for each community. In such a case, please insert an "m" in column B for both of the student's records. If addresses are missing, NO TUITION WILL BE CALCULATED.

Criteria For Receipt of Final Payment: All relevant fields (including student address) should be fully completed in order for the final FY09 payment to be processed in June.

Submission Deadline: The claim form spreadsheet should be uploaded to the ESE Security Portal by the designated district staff person. The deadline is Wednesday, April 15th.

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