

1 **3121R STUDENTS**

2 Enrollment and Attendance Records

3 **Average Number Belonging**

4 Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program
5 calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of
6 the preceding year. Funding for districts is based on ANB, which is based on “aggregate hours” per year
7 and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course
8 or program is offered or for which a pupil is enrolled.

9 For an enrolled student to be counted for ANB purposes:

- 10 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
- 11 b) Attending 180 to 359 aggregate hours = One-quarter time enrollment
- 12 c) Attending 360 to 539 aggregate hours = One-half time enrollment
- 13 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
- 14 e) Attending 720 aggregate hours or more = Full-time enrollment

15 Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year may not
16 be included for ANB purposes, unless the pupil has demonstrated proficiency in the content ordinarily
17 covered by the instruction as determined by the school board using district assessments. The ANB must
18 be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content
19 over which the student has demonstrated proficiency. 20-9-311(4)(d).

20 **Homebound Students**

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

- 24 a) Is enrolled and is currently receiving organized and supervised pupil instruction;
- 25 b) Is in a home or facility which does not offer a regular educational program; and
- 26 c) Has instructional costs during the absence, which are financed by the District general funds and
27 special education funds.

28 If a homebound student does not meet the criteria set forth above, the District may request a variance
29 through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB
30 purposes beyond the tenth (10th) day of absence.

31 **Attendance Accounting**

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

34 On the first (1st) Monday in October, and the first (1st) Monday in February, the number of all enrolled
35 students (whether present or absent) by grade level and class will be recorded on the forms provided by
36 the District. Special education children who are enrolled in special programs sixteen (16) hours or more a

1 week will be listed separately. The Department of Student Services should be contacted to verify this
2 count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

3 Legal Reference:

4 10.20.102, ARM Calculation of Average Number Belonging (ANB)

5 § 20-1-101, MCA Definitions

6 § 20-9-311, MCA Calculation of average number belonging (ANB) – three-year averaging

7 Procedure History:

8 Promulgated on: June 22, 2015

9 Reviewed on:

10 Revised on: