

**GUIDELINES FOR AREA VOCATIONAL-TECHNICAL SCHOOLS
TO AVOID FREQUENTLY OCCURRING ERRORS
IN REPORTING DATA TO SCHOOL DISTRICTS**

1. If data is being reported to school districts at grade level, indicate to the school districts that data for these students is to be reported in the AVTS Students column on their PDE-4062S form.
2. Report separately to the school districts data for students who are residents, nonresidents or attending nonpublic school. Since school districts are required to report resident and nonresident data separately on the PDE-4062S and the PDE-4002 forms and data for nonpublic students separately on the PDE-4083 and PDE-4014 forms, do not combine this data. The data reported to school districts should be for the approved programs listed on the enclosed "Listing of Secondary Vocational-Technical Education Programs Approved by the Department of Education for Reimbursement."
3. Report separately to the school districts data for part-time, full-time or full-day vocational students since school districts are required to report data for each different AVTS type and days in session combination separately on their PDE-4062S, PDE-4002, PDE-4083, and PDE-4014 forms.
4. In situations where there are different groups of students attending the AVTS for a different number of days, the data for each group must be reported separately to the school districts.
5. If part-time AVTS programs are other than "half-day about," the instructions for determining days in session on the PDE-4062S form are different than the instructions for determining days in session on the PDE-4014 form. (Refer to number 2 on the enclosed sheet titled "Guidelines for Determining Days in Session for Area Vocational-Technical School Students.")
6. Refer to the note on page 5 of the PDE-4014 form instructions in the school districts' instruction manual for information on reporting aggregate days membership on the PDE-4504 and PDE-4014 forms. The aggregate days membership on the PDE-4504 form for each individual student should reflect data for vocational reimbursement. Total the individual student data for reporting on the PDE-4014 form.
 - For full-time programs, the totaled data that is reported on the PDE-4504, PDE-4014 and PDE-4062S forms should be the same.
 - For part-time and full-day programs, the totaled data on the PDE-4504 form should be divided by two for reporting on the PDE-4062S form.

NOTE: If an AVTS with a full-day program reports aggregate days membership data for each individual student on the PDE-4504 form based on actual days in the school year, then the total aggregate days membership on the PDE-4504 form equals the aggregate days membership reported on the PDE-4062S form. In this case, the aggregate days membership reported on the PDE-4014 form is two times the aggregate days membership reported on the PDE-4504 form.

NOTE: Although most AVTSs do not specifically use the PDE-4504 form, a similar form or listing must be used to meet Auditor General audit requirements. Refer to the PDE-4504 form in the enclosed sample of the school district child accounting mailing to make sure that all data items are included.