

Guidelines for Form Completion PDE-363, Funding for Charter Schools

The following guidelines have been developed by the Pennsylvania Department of Education (Department) to accurately implement the provisions of Section 1725-A(a) of the Charter School Law, 24 P.S. § 17-1725-A(a).

The current form PDE-363 Excel template can be found online at: www.education.state.pa.us. Select Data and Statistics; Finances; Financial Documents.

The Excel file containing calculated selected expenditure per average daily membership (ADM) rates for nonspecial and special education can be found online at: www.education.state.pa.us. Select Programs; Programs A-C; Charter Schools; Charter School Funding.

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The following procedures shall apply to each school district:

- A. Each school district shall complete a PDE-363 each year using the official Excel calculation template found on the Department's website. The form shall be completed with the most currently available expenditure data.
- B. A completed PDE-363 shall be filed with the Department no later than July 31 of the fiscal year for which the form is being completed. For the 2012-13 fiscal year, PDE-363 shall be filed no later than August 8, 2012.
- C. As provided for on the Excel template, a school district may include the federal portion of expenditure sub-functions in the "Deductions from Total Expenditures" section of the PDE-363. However, expenditures using the federal portion of Basic Education Funding (ARRA-SFSF or EdJobs) may *not* be included as federal expenditures.
- D. Following the submission date in B above, the Department will post an Excel file on its website containing each school district's selected expenditure per ADM rates for nonspecial and special education based on the accepted PDE-363 submitted to the Department. If a school district fails to submit a PDE-363 by the deadline, the Department will post the rates from the previous school year. After rates are posted, changes to the PDE-363 will not be permitted except as provided in E and F below.
- E. In January, the Department will calculate each school district's selected expenditure per ADM rates for nonspecial and special education using preliminary data reported on each school district's Annual Financial Report (AFR) and preliminary ADM. An updated Excel file containing these rates will be posted on the Department's website.
- F. In May, the Department will calculate each school district's selected expenditure per ADM rates for nonspecial and special education using final, approved data reported on a school district's AFR and final ADM. A final Excel file containing these rates will be posted on the Department's website.
- G. Charter schools shall utilize the rates listed on the most current Excel file posted on the Department's website.
- H. Questions about these guidelines or the PDE-363 should be directed to ra-CSFunding@pa.gov.