

SUGGESTED FORMAT FOR INTERMEDIATE UNITS TO USE FOR PROVIDING DATA TO SCHOOL DISTRICTS
School Year 20__ — 20__

Location of Class: _____ Kindergarten (4 yr old/5 yr old HT, 4 yr old/5 yr old FT), Elementary or Secondary: _____
 (School District or Facility Name)

Days in Session: _____ Type of Class: _____ Teacher: _____

Student Name	Resident SD	%Time With IU	Total Days Membership	IU Membership	SD Membership	Total Days Attendance	IU Attendance	SD Attendance
-----------------	----------------	------------------	--------------------------	------------------	------------------	--------------------------	------------------	------------------

INSTRUCTIONS TO SCHOOL DISTRICTS

If the school district that is listed on “Location of Class” line is your school district:

- a. Report “Total Days Membership” and “Total Days Attendance” for your resident students and for Section 1305 and Section 1306 “wards of the state” students residing in your school district for which you are paying the intermediate unit.
- b. Report “SD Membership” and “SD Attendance” for the mainstreaming time provided to IU students from other school districts. This is also the aggregate days membership that the school district should be using for billing purposes.

If the school district that is listed on “Location of Class” line is not your school district:

Report “IU Membership” and “IU Attendance” for your resident students and for Section 1305 and Section 1306 “wards of the state” students residing in your school district for which you are paying the intermediate unit.

Section 1306 not wards of the state:

The school district that is paying the intermediate unit should report these students:

- a. If the school district that is paying the intermediate unit is the school district where the class is located, report “Total Days Membership” and “Total Days Attendance” for these nonresident students. This is also the aggregate days membership that the school district should be using for billing purposes.
- b. If the school district that is paying the intermediate unit is not the school district where the class is located, report “IU Membership” and “IU Attendance” for these students.

NOTE: If the school district that is reporting a “Section 1306 not wards of the state” student is the school district of residence of this student, then report the data for this student as resident.

NOTE: Use of this specific format is not a PDE requirement. It has been designed and provided as a guide for intermediate units to be aware of data that will be helpful to school districts when preparing child accounting membership reports.