**Membership Projections Instructions**

**PUBLIC EDUCATION DEPARTMENT**

**School Budget Bureau**

**300 Don Gaspar Street**

**Santa Fe, NM 87501**

***In accordance with Section 22-8-12-1 NMSA 1978, the Membership Projection files and reports are due on or before October 15.***

**Technical Assistance**

Please contact your assigned Budget Analyst.

**PK Students**

PK should only be reported with 3-Year-Old (3Y) and 4-Year-Old (4Y) Developmentally Delayed (DD) students. Every student shall be entered as “1”.

**KF-12 Students**

KF-12 should be reported with Basic MEM, C Level, and D Level students. Every student shall be entered as “1”.

**Charter Schools**

Charter school membership projections should be reported by each approved charter school and NOT by the district.

**Adding Schools and Grades**

To add new schools or grades, ensure that the reorganization process is complete, and that PED approval has been given to add/remove grades or schools before contacting your assigned Budget Analyst.

***In accordance with NMAC 6.29.1.9***

G. Organization of grade levels and establishing/closing schools. Any change in a school district or charter school's organizational pattern, including the establishment or closing of a school, shall have the secretary's approval prior to implementation. Requests for change shall be submitted using the department's organization of grade levels and establishing/closing school waiver request form. This form shall include: name of superintendent; district/school; mailing address; phone; fax; email address; name of a secondary contact person including the same information; date of submission; local board policy requirement and approval, if required; date of board approval; statement of applicable district or charter school policy and rationale for request. The waiver request shall outline the expected educational benefits.

**Step 1** – Using a web browser, go to the Projected Membership website.

<https://eui.ped.state.nm.us/sites/SchBudProjMem/SitePages/default.aspx>

The Website address will also be on PED’s School Budget Bureau Web Page.

**Step 2** – Sign in

This is your STARS/NOVA login information. The User Name is your email address.

If you have forgotten your password, please follow this link <https://starspass.ped.state.nm.us/GetStarsPassword/>

If you do not have a STARS/NOVA Login please submit a ticket here <https://nmnova.freshdesk.com/support/tickets/new>

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**Step 3** – Click on the Edit Icon.

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**Step 4** – Enter your A/B MEM and Ancillary FTE.

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**Step 5** – Click on the Edit Icon to select a school to enter Membership.

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**Step 6** – Select Grade.

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**Step 7** – Enter Grade Membership.

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Click **Save** after entering the data.

**Step 8** – Repeat steps 6 and 7 until all grades have been entered.

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**Step 9** - Click on Save to return to the list of schools.

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**Step 10** – Repeat steps 5 thru 9 until all Schools have been entered.

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**Step 11** – Approve Projected Membership.

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**Step 12** – Save the Membership.

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**Step 13** – Go to the report menu. Click Site Contents at the top of the page.

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Then click Reports at the top of the page.

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**Step 14** –Click on the report name to run the report.

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**Step 15** – Select Year and District.

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**Step 16** – Click Apply to run the report.

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**Step 17** – To print the report, first Click on Actions. Then select Export -> PDF.

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**Step 18** – Superintendent/Charter Representative signs via wet signature or electronic signature. PED will not accept a typed signature.

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**Step 19** – Upload the signed report into File Transfer Site in FY24 -> Membership folder with the naming convention “Entity Name-FY25 MEM Projections ###-###” (###-### is the PED Number).