Guidelines for Reporting Virtual Education Students to KIDS

Introduction:

This document provides guidelines regarding the process of reporting information on students participating in virtual education to the KIDS Collection System.

Defining Virtual Students:

When is a Student Considered a Virtual Student?

A student is considered a virtual student if they are attending a virtual school or program and are able to take classes anytime, anywhere. If the student is taking a course online at their school during school hours, they would not be considered a virtual student. Here are some scenarios to consider:

Scenario 1: Student is only attending an approved virtual school or program for all courses:

This student is reported by the virtual education school or program that is approved for State funding as a virtual student in D17: Virtual Education Student for the courses enrolled. This student is asynchronous to their traditional brick and mortar building and can take the courses any time. The student receives virtual weighting of 1.05 FTE and gets no additional weightings in the funding formula.

Scenario 2: Student is attending an approved virtual school or program for part of the day and a brick and mortar school for the rest of the day:

- ***In the same district with the same building number:*** If more than 50% of the classes the student is enrolled in are considered virtual, then the student would be reported as a virtual student in D17: Virtual Education Student. If less than 50% of the classes the student is enrolled in are considered virtual, then the student would be reported as a regular student in D17: Virtual Education Student.

- ***In the same district with a separate number for the virtual school:*** The school with the majority of minutes should report the student and include in minutes enrolled the minutes from both schools. If the student has more minutes from the virtual school then the student would be considered a virtual student for D17: Virtual Education Student.

- ***In two different districts, one virtual and one brick and mortar:*** Each district should report the student for the amount of time spent in classes in that particular district. The brick and mortar district would report the student to KIDS as a regular student and will have the minutes enrolled counted first by KSDE. The virtual district would report the student as a virtual student in D17: Virtual Education Student and will be limited to the number of minutes it is able to claim based on the number of minutes claimed by the brick and mortar school.

- **In two different districts, one virtual and one brick and mortar and is a special education student in brick and mortar school**. Each district should report the student for the amount of time spent in classes in that particular district. The brick and mortar district would report the student as a special education student in either D32: Primary Disability Code or D33: Gifted Student Code. This will result in the student being initially counted as 1.0 FTE; however, when the district is audited the FTE will be reduced and calculated based on D24: Minutes Enrolled and will have the minutes enrolled counted first by KSDE. The district should be prepared to see a reduction in FTE from what was originally reported on the district's SO66. The virtual district would report the student as a virtual student in D17: Virtual Education Student and will be limited to the number of minutes it is able to claim based on the number of minutes claimed by the brick and mortar school.

Scenario 3: Student is taking an on-line class at a brick and mortar school. The district does not have an approved virtual school or program:

This student should not be reported to KIDS as a virtual student in D17: Virtual Education Student. The course is offered during a specific period during the school day and is taken at the brick and mortar school.

Related Documentation:

The primary documentation for Virtual Schools and Virtual Education can be found on the KSDE Website (http://www.ksde.org/Default.aspx?tabid=455) under the "Virtual Schools" link. This page includes lists of approved virtual schools and programs. The documents below are particularly important:

- Virtual Education Requirements
- Virtual Programs 2012-2013
- Virtual Schools 2012-2013

The Fiscal Auditing page located (http://www.ksde.org/Default.aspx?tabid=113) contains the document indicating how to count virtual education students for funding and attendance purposes.

- Enrollment Handbook 2012-2013 School Year

KIDS Records and Virtual Students:

Virtual Education Students are reported on ENRL, MILT, and EOYA record types. ENRL and MILT records are submitted by the funding schools and are used to determine funding allocations. EOYA records are submitted by the AYP/QPA school and are used for accountability purposes.

The valid values to indicate a student is a Virtual Student in KIDS (field D17: Virtual Education Student) are as follows:

- 1 = Student is currently a Virtual Education Student.
- 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.
- 3 = Virtual AP Student–Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student's resident district, and the student's resident district contains at least 200 square miles or at least 260 FTEs.

If both codes “1” and “3” apply to a particular student, report the student as code “3.”

Note that if either “1” or “3” is indicated in D17: Virtual Education Student on either the ENRL or MILT record, the minutes enrolled entered in D24: Minutes Enrolled must reflect the minutes recorded on the virtual education tracking sheets for auditing purposes.

Virtual Students and ENRL:

ENRL records are submitted for the September 20th headcount upon which a school’s yearly funding is based. All virtual education students for which the reporting school is receiving funding should be included as part of the ENRL submission for that school. Students should only be marked as virtual education students

- if the submitter is the school or district providing the virtual education services or
- is the school or district contracting with an approved program to provide the virtual education services via a service center and the student is a virtual education student during the *first* half of the school year.

For specific attendance requirements regarding virtual students for ENRL, see the Submission Details Document—ENRL located on the KIDS project website (www.ksde.org/kids) under the “Documents” tab.

If a student is marked as a Virtual Education Student in field D17: Virtual Education Student, then fields D49=Transportation Address and D50=Transportation City must contain the residence address and city for that virtual student (Fields D47: Miles Transported and D48: Transportation FTE should both contain “0”).

Attendance data, specifically D24: Minutes Enrolled, for virtual students reported with code “1” or “3’ in D17: Virtual Education Student on ENRL should be reported following the guidelines in the Virtual Education Requirements (http://www.ksde.org/Default.aspx?tabid=455) document for auditing purposes.

The Virtual Education Students Report can be generated in the KIDS Collection System under “PBR” category of Reports to see the students reported as a “1” or “3” on D17: Virtual Education Student on ENRL records. These are the students that will be used to populate the Virtual Education Students field on the “Weightings” page of the Principal’s Building Report (PBR).

Virtual Students and MILT:

MILT records are submitted for the February 20th headcount (for which schools, in some situations, may be eligible for additional funding). All virtual education students enrolled and attending on February 20th should be submitted as part of the MILT Collection, including those submitted as virtual students for the September 20th ENRL Collection. Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. Only students submitted as an AP virtual education student during the *second* half of the school year and counted in the current year ENRL Collection will generate additional funding. Unlike ENRL, no specific attendance requirements are required to count virtual AP students for MILT.

As with ENRL, if a student is marked as a Virtual Education Student in field D17: Virtual Education Student, then fields D49=Transportation Address and D50=Transportation City must

contain the residence address and city for that virtual student (Fields D47: Miles Transported and D48: Transportation FTE should both contain “0”).

Attendance data, specifically D24: Minutes Enrolled, for virtual students reported with code “1” or “3” in D17: Virtual Education Student on MILT should be reported following the guidelines in the Virtual Education Requirements document for auditing purposes.

If both codes “1” and “3” apply to a particular student, report the student as code “3.”

Virtual Students and EOYA:

EOYA focuses on collecting attendance and membership data for **all** students who were enrolled at the AYP School at any point during the year. This submission should include data for current virtual students as well as those who attended the AYP School and then exited prior to the end of the school year. The students that are reported as Virtual on EOYA records are used in determining non-proficient virtual students for funding purposes the following year.

For all virtual education students, the submitter should indicate whether the student has been a virtual education student at the current AYP School at any point during the current school year. Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. Unlike the ENRL and MILT Collections, EOYA does not require the AYP School to submit the additional address information (fields D49 and D50) for virtual students, although that data can be submitted on EOYA records as optional fields.

Attendance data, specifically Days in Membership and Days in Attendance for virtual students reported on EOYA should refer to each session the student is assigned to throughout the year as their course of study.

Help Resources:

For questions, contact the director of your virtual program/school or email Jessica Noble at jnoble@ksde.org.

Revision History

Version	Date	Changes
5.0	3/19/2012	• Updated for 2012-2013 school year

An Equal Employment/Educational Opportunity Agency
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201