WELCOME!

Counting Kids – 2020-2021

Remote Learners

Enrollment and Attendance
• On-Site students
• Virtual

Weightings

What's new...

Remote Learning...

What covering today...

Remote Learners

Enrollment and Attendance
• On-Site students
• Virtual

Weightings
Three groups of students

- Remote Learners (only for 2020-21)
- On-Site students (traditional attendance – brick and mortar)
- Virtual

Assurance – Remote Learning

- If you have Remote Learners
- Complete Assurance document
- Return to KSDE by September 1
- If not sure - read it, complete it and return it
- Email to: remotelearning@ksde.org
- Where to find the Assurance document:
  - Navigating Change – Remote Learning section
  - KSDE Fiscal Auditing webpage – fillable doc
Assurances – Remote Learning

Where to find the Assurance document:

Navigating Change:
https://www.ksde.org/Teaching-Learning/Resources/Navigating-Change-
Kansas-Guide-to-Learning-and-School-Safety-Operations

KSDE Fiscal Auditing webpage:
https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-
Auditing

Do you have Remote Learners?

Remote Learning - 2020-21 - Defined

• Student is regularly enrolled - not full-time virtual
• enrolled in school district normally would have attended On-Site
• attending remotely – some days or all days
• because of concerns related to the COVID-19 Pandemic
• For 2020-2021 only
So, do you have Remote Learners?

Yes – even if district is using a hybrid attendance model

Students – 2020-2021 - attendance

No such thing as “hybrid” learner....

• On-Site student
• Remote Learning student
• Virtual – student attending virtually

Remote Learning- Defined

To be clear: “Hybrid” attendance = is also Remote Learning

Examples of Hybrid attendance = Remote Learning students:
• Attending On-Site: M, T then Remotely W, Th and F
• Attending On-Site: Th, F then Remotely M, T and W
• Attending On-Site Monday am and Thursday am & all else Remotely
**Assurances – Remote Learning**

Where to find the Assurance document:

**Navigating Change:**

**KSDE Fiscal Auditing webpage:**
https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing

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Student Daily Activity Log requirement eliminated. Was replaced with:

- (new) Parent Assurance doc AND
- still must make daily meaningful contact with Remote Learning student (see #2); not just for the purpose of taking attendance.

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**Assurances – Remote Learning – District Assurance doc – revised as of 9/14/20**

Remote Learning Assurances

[Text regarding remote learning assurances]

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Added 9/14/20
Assurances: Remote Learning – why?

• Cannot have repeat of Spring 2020 experience

• Must ensure that Remote Learning is as close to On-Site (in-person) learning as possible

Remote Learning ≠ Virtual Learning

Remote Learning is not virtual

It is not simply virtual curriculum and instruction purchased and made available to the regularly enrolled student and paired with a daily call from a local teacher to the student.
Remote Learning ≠ Virtual Learning

If you have purchased virtual curriculum and are using it to provide services to Remote Learners:

- make sure it is supplemental only; not primary means of instruction; if used as the core of instruction; then it’s virtual
- making sure Remote Learners are taking same assessments (tests) as On-Site students is key – see Assurances document
- daily meaningful contact (instruction) from local teacher(s) is key

Remote Learning - requirements

- Enrollment and Attendance
- Daily Log (Eliminated 9/14/20)
- Daily Connection with a local teacher
- Curriculum and Instruction
- Professional Development
- Funding
Remote Learning:

Remote Learning: Enrollment and Attendance

- student is regularly enrolled – not full-time virtual
- enrolled and attending on count day: September 21
- attendance is based on [Eliminated 9.14.20]

- What if absent on Sept 21?: use normal absentee rules, one day before Count Day, one day after but before Oct 4.

Remote Learning: Daily Log – overview of requirements

- Student maintains the daily log; parent help as needed
- Logging daily learning activities and time spent on each activity
- Must be signed by student
- Must be signed by parent, guardian or responsible adult
- Only two instances in which daily log not required...
Remote Learning: 

Remote Learning: **Daily Log**

Only two instances in which daily log not required:

1. Remote Learning services are provided by streaming live video of the student's On-Site classes
2. School building is closed and services are provided by local teacher who can and does take attendance as normal

Remote Learning: 

Remote Learning: **Daily Log**

If your district doesn't meet one of those, then each Remote Learning student must maintain a daily log.

Maintain daily log from beginning of school to Oct. 4. (for audit)

But need to keep all year for average daily attendance reporting.

Remote Learning - Daily log - **elements**

- Daily log in Navigating Change—includes all needed elements:
  - date
  - USD ###
  - student name, state student ID (SSID), grade
  - teacher contact — whether contact made
  - class and activity and assignments
  - tests taken
  - minutes for each activity

Remote Learning: 

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  - USD ###
  - student name, state student ID (SSID), grade
  - teacher contact — whether contact made
  - class and activity and assignments
  - tests taken
  - minutes for each activity
Remote Learning - Daily log - examples

Daily log templates on KSDE Fiscal Auditing webpage:
- https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing
- Fillable pdf
- Google doc

Remote Learning

Remote Learning: DailyLog

- student maintains the daily log
- parent, guardian or responsible adult help as needed
- district does not maintain the log... meaning...
- log is not be pre-filled by district
- ok to include entire week on 1 log

Remote Learning

Remote Learning: DailyLog

- logging daily learning activities
- time logged should not be pre-filled by district, ex: 360 minutes
- ok to list expected objectives or activities
- the actual learning activities should be logged by student
- ok to include entire week on one log, but student should log:
  - daily activities
  - time on each learning activity
Remote Learning

Remote Learning: Daily Log

- student and parent sign the daily activity log
- it’s ok to sign a log for the entire week / one week, but
- should show daily class/activities and time for each
- electronic signatures (typed) are ok. For example,
- Google docs, etc.
- parent, guardian or responsible adult signs
- (ex: daycare provider), not the district

New – Remote Learning student does not need to keep a daily activity log

Instead (and each is key):

1. Parent/Legal Guardian will sign Assurance doc: 
   - Parent/Legal Guardian - Remote Learning Assurance

2. Local teacher makes daily meaningful connection with Remote Learning student (this is NOT new) – live-streaming (counts)
Remote Learning – Parent Assurance

Who should complete the Parent Assurance (Remote Learning)?

• Parent/Guardians of any and all Remote Learners
• If Remote Learner anytime during 2020-21 School year
• Regardless of how the student is receiving educational services
  - even if attending classes via live-stream
• District should keep copy of signed Parent Assurance
  - make available to KSDE auditors

Remote Learning

Remote Learning: Daily Connection with a local teacher

• must be meaningful daily connection
  - what is meaningful? … will cover here shortly
• can be telephone call or interactive video conferencing
• must be a local teacher – not all student's teachers
• student has ready access to all local content teachers
• student's questions answered within 24 hours – on school days

Remote Learning

Remote Learning: Daily Connection with a local teacher

• must be meaningful daily connection - what is meaningful?

• is not just to take daily attendance
• is meant to keep Remote Learning student engaged
• is to ensure student can make seamless transition to On-Site classroom
Remote Learning

Remote Learning: **Daily Connection** with a local teacher

**IMPORTANT** – (especially with elimination of student daily activity log):

- Keep track (this means log) daily meaningful connection to student
- Simple log – keep it simple (date, student, who called them)
- Track calls to Remote Learning students who are not participating via live-stream (no need to log track live-stream participation because taking attendance during live-stream instruction)

**Remote Learning: Curriculum and Instruction**

- prepared, provided and/or supervised by local teachers & staff
- not simply virtual curriculum and instruction purchased and paired with daily call from local teacher
- student is assessed on same standards and competencies as On-Site students
- all progress, academic and social-emotional monitoring assessments (tests) given – same as On-Site students

**Remote Learning: Professional Development**

- timely (help in prep for and during 2020-21 school year)
- relevant - not a normal year, so not just normal topics...
- help local teachers help Remote Learners
- balancing - On-Site teaching with Remote Learning
- self-care for the long-haul
Remote Learning

Remote Learning: Funding

- base aid is $4,569 for 2020-2021 school year
- weightings are available:
  - at-risk, CTE, Bilingual/ESOL, transportation
- full-time funded student is 360 minutes each day
- is learning time each day, not screen time
  - on daily log, not ok to simply have a box for 360 min

We covered all the requirements for Remote Learners for 20-21:

- Enrollment and Attendance
- Daily Log
- Daily Connection with a local teacher
- Curriculum and Instruction
- Professional Development
- Funding

Next: Calculating... how to calculate...

Minutes Enrolled: KIDS data element D25...
Remote Learning

What is the bottom-line – what is the affect of this change? (that Remote Learners – do not keep daily activity logs?)

Key things to keep in mind:
- For (Remote Learning) students who are not participating via live-stream: local teacher must make daily meaningful contact each day
- If your district is live-streaming classes to Remote Learners – that is daily meaningful contact – no need to call again and no need to maintain a district daily meaningful connection contact log

Calculating: Minutes Enrolled - KIDS data element D25.
- Enrollment and Attendance: based on student’s daily logs (student daily logs eliminated 9.14.20)
- Daily Log: average daily attendance (you calculate)

For Remote Learners, for 2020-21 only:
- minutes enrolled or time counted toward attendance
- is based on student’s daily logs (student daily logs eliminated 9.14.20)
Remote Learning – minutes enrolled

Minutes Enrolled: KIDS data element D25 – what based on?

For Remote Learners, for 2020-21 only:

- **FIRST:** the following requirements must be met:
  - student must be enrolled on September 1, 2020
  - a parent or guardian has completed the Remote Learning Agreement document and the student has signed it.
  - student completed the Remote Learning 2020-21 Novice document and submitted it to KIDS.
  - KIDS received a signed form from Remote Learning: Student or Parent Expectation in the Student Handbook.

- THEN and only if each of the above listed requirements is met:
  - Minutes Enrolled = minutes the Remote Learning student would have attended if On-Site (for example: On-Site Learning day is 415 minutes)

Amended 9.14.20

Remote Learning – minutes enrolled

- Calculating average daily attendance – Remote Learner:

  - 5 days of count week: Sept 21 – 25
  - 7 days of count week: Sept 19 – 25
  - 10 days: 5 days – Sept 21 – 25 and 5 from Sept 28 – Oct 2
  - 14 days: 7 days – Sept 19 – 25 and 7 from Sept 26 – Oct 2
  - 4 days: only if absent on September 21: use Sept 22 – 25

Remote Learning – minutes enrolled

When to use 5 days of count week: Sept 21 – 25

Use if only takes student 1 week to complete his or her schedule

| Sept 21: 360 minutes |
| Sept 22: 120 minutes |
| Sept 23: 216 minutes |
| Sept 24: 220 minutes |
| Sept 25: 360 minutes |

Minutes enrolled = 255

(360 + 120 + 216 + 220 + 360 / 5 = 255)

Student FTE is 0.7 (255 min / 360 min = 0.7 FTE)

Remote Learning – minutes enrolled

(Eliminated 9.14.20)
When to use 7 days of count week: Sept 19 – 25
Ok to use when student completes schedule in 1 week

9/19: 400 minutes (yes, is a Saturday)
9/20: 320 minutes (yes, is a Sunday)
9/21: 360 minutes
9/22: 120 minutes
9/23: 216 minutes
9/24: 220 minutes
9/25: 360 minutes
Minutes enrolled = 399
(360 is full time)
(400 + 320 + 360 + 120 + 216 + 220 + 360 / 7 = 399)
*Divide by 7
Student FTE is 1.0 (360 min / 360 min = 1.0 FTE)

Remote Learning – minutes enrolled

When to use 10 days: Sept 21 – 25 and Sept 28 – Oct 2
Ok to use when student needs 2 weeks to complete schedule

How: Sum minutes for 10 days and divide by 10 = daily avg

When to use 14 days: Sept 19 - 25 and Sept 26 – Oct 2
Ok to use when student needs 2 weeks to complete schedule

How: Sum minutes for 14 days and divide by 14 = daily avg

Remote Learning – minutes enrolled

Reason for allowing:
1. sum of 7 days minutes / 5 days
2. sum of 14 days minutes / 10 days

During the 20-21 school year, because of the COVID-19 pandemic, many Remote Learners will not spend traditional hours or the same amount of time learning as they would have if they were attending On-Site.
Remote Learning – minutes enrolled

When to use 4 days of count week: Sept 22–25
Use if student is absent on count day: Sept 21

Sept 22: 120 minutes
Sept 23: 216 minutes
Sept 24: 220 minutes
Sept 25: 360 minutes

Minutes enrolled: 229
(120 + 216 + 220 + 360) / 4 = 229

Minutes enrolled = 229

Student FTE is 0.6 (229 min / 360 min = 0.6 FTE)

Remote Learning – minutes enrolled

- daily meaningful contact and daily activity logs
- calculating minutes enrolled for Remote Learners

- Realize these are outside of your normally processes and add stress on top of the stress that's already there

- But these allow your district to receive funding for students attending as Remote Learners – in place of required enrollment and attendance – otherwise, funding would be $0

Remote Learning – other FAQs

Weightings – for Remote Learning students

- At-Risk – weighting
- Career Technical Education (CTE) – weighting
- ESOL/Bilingual – weighting
- Transportation – weighting
Remote Learning – other FAQs

**Weightings**  – for Remote Learning students

- **At-Risk** – weighting – based on Sept 21 Free Lunch count
- **Career Technical Education (CTE)** – weighting
  - based on [attendance in approved 0.5 CTE classes](#) – daily log
- **ESOL/Bilingual** – weighting
  - based on contact minutes – must have contact log – as normal
- **Transportation** – weighting
  - if you will transport during 2020-21 – claim

Remote Learning – other FAQs

**School Term**  – for Remote Learning students

- School Term is 1116 hours – is state law
- **not waived** for Remote Learning students
- must ensure Remote Learners have access to same # of hours as On-Site Learners: 1116 hours for School Term

Suggestions: keep separate 1116 log for Remote Learners or have Remote Learners on same schedule as On-Site

Resources – Remote Learning: Recap

**Recap:**

*Navigating Change: Kansas' Guide to Learning and School Safety Operations*
- is on KSDE's website
- Remote Learning section
- Return Assurance document by Sept 1

*Enrollment Handbook – Remote Learning* – starts on page 26

*Counting Kids – 2020 – slide presentation* – will be posted to webpage
What covering today...

Remote Learners

Enrollment and Attendance for...
• On-Site students
• Virtual

Weightings

Review for 2020-21

Enrollment funding is still based on prior year(s)
Weightings are always based on current year – no change

What we audit and when (no change):
• We audit current year enrollment and attendance (20-21)
• We audit last year’s expenses (19-20)
Attendance Rules

Rules differ depending on whether...

- **Traditional** Schools – On-Site students
  (already covered Remote Learners)

- **Alternative** and **Virtual** Schools

Definitions

**Traditional student** – On-Site attendance – brick and mortar
- most common - attendance is face to face
- sometimes - online classes (not the same as virtual)
- online – student attends class within the school day

**Alternative student** – attends **on-site** in an alternative school or program
Definitions - continued

Virtual student – attends a KSDE-approved virtual school or program

- virtual schools & programs are approved in February each year
- learning is asynchronous (can take classes anytime, anywhere)
- not the same as an on-line course taken On-Site
- also, not the same as Remote Learning

Attendance Rules - Traditional

Enrolled and Attending on September 21st (count day)

- If absent on count day, then….
  must attend one day before count day and
  one day after – but before October 4th
- If your school is closed on September 21st, then
  count day is the next day your school is in session

Attendance – Alternative Schools or Virtual Schools, 19 and Under

Must be in attendance two days:

- Day 1 is on or before September 20
- Day 2 is on or after September 21 but before October 4

- The timeframes do not overlap (Sept 21 is in the second timeframe)

- Age cut off is 19 and under.
Documenting Attendance 
Virtual Schools, 19 and Under

• **Connected time** – Electronic system shows when student was connected to the virtual curriculum

• **Off-line** – Academic Activity Log, must be signed by parent - if student is under 18, must be signed by November 1

• **On-site** – use sign in / sign out lists showing when the student attended

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**Attendance – Virtual, 20 +**

- **Age cut off is 20 or older**

- **Funding is not** based on attendance or enrollment

- **IS** based on credits earned - July 1, 2020 to June 30, 2021

- **Up to six credits per year** will be funded

- **Funding is $709 per credit hour** – no change

- **September 20 is always the age determination date for virtual**

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**Attendance – Virtual, 20 +**

In **KIDS** - enter either an ENRL or ASGT record

- **ENRL** – if there during Count window

- **ASGT** – if there after the Count window

- **Regardless, will always be for 360 minutes if Virtual, 20+**

Preparing for audit:

- Provide transcripts and proof the student passed the credits

- That student is working toward a program of study

- During 20-21, we will audit credits earned in 19-20
Attendance – Alternative Schools

- Enrollment form – name, address, DOB, cohort class grad date
- Transcript analysis (what classes the student needs to graduate)
- Graduation plan – individualized, with estimated enrollment dates
- Courses enrolled in – course description/class schedule
- Log to show time on-site
- Attendance is On-Site – even with COVID-19 Pandemic
- Teacher must be certified

Minutes Enrolled

(KIDS Data Field D25)

Minutes – Enrolled – General Rules

Keep in mind:
- Calculating FTE: Minutes enrolled / 360 min = FTE
- FTE is rounded to 1 decimal place (normal rounding rules)
- FTE will not be funded for more than 1.0, you can provide more
- If student attends less than 18 minutes, then not counted
- Student receiving special education – always 1.0 unless virtual
- If concurrently enrolled, then FTE is 300 min not 360 min
**Minutes – Enrolled – How Calculated**

- How minutes are calculated depends on the type of attendance:
  - **Traditional** (On-Site)
  - **Virtual**, 19 and under and/or Alternative attendance – same way
  - Special education and virtual – what if both?
  - Concurrently enrolled students

**Minutes Enrolled – Traditional (On-Site)**

**Do Count:**
- Time in class (regardless if full time or part time)
- Passing periods, not more than 10 minutes, between classes
- Recess, up to 15 minutes if mid morning or midafternoon (both)

**Do not Count:**
- Lunchtime and one passing period before or after lunch
- Recess if right before or after lunch
- Breaks

**Minutes Enrolled – Virtual, 19 and under and Alternative**

Calculating allowable minutes:
- take longest day attended on or before Sept 20 (360 min or less)
- take longest day attended on or after Sept 21, but before Oct 4 (again, 360 min or less)
- Average the 2 days: add them together and divide by 2 = allowable minutes
Example – **Minutes Enrolled** Virtual, 19 and under or Alternative

**Example - Full time student**
- If longest day in 1st count window = 360 min
- If longest day in 2nd count window = 360 min

- Then 360 + 360 / 2 = 360 minutes
- And 360 min / 360 min = 1.0 full time equivalent (FTE) student

**Example – Minutes Enrolled Virtual, 19 and under Alternative**

**Example - Part time student**
- Longest day in 1st count window = 280 min
- Longest day in 2nd count window = 360 min

- Then 280 + 360 / 2 = 320
- And 320 / 360 = .888 and round to .9 FTE

**Minutes Enrolled – when Both Special Education and Virtual**

For the district providing special education services:
- FTE is calculated based on actual special education minutes
- Not an automatic 1.0 FTE

For the district providing virtual services:
- What you should do: enroll for the # of virtual min provided
- Student FTE is limited to the minutes remaining after SPED
- Auditor will adjust the overall FTE during audit
**Minutes Enrolled – Concurrently Enrolled students**

- High School students attending a post secondary program offered by a Tech School, Community College, or State College as of Sept 21
- **Includes** classes taught by the college at the high school
- FTE calculation is different (not 360): is 300 minutes
- For audit: must provide documentation of attendance

**Minutes – Concurrently Enrolled**

**KIDS** Data field D26 – what to enter if concurrently enrolled
- Enter total minutes attended, including the concurrent class(es)
- Remember that 1.0 FTE = total min enrolled / 300 (not 360)

**Do not confuse with KIDS Data field D46 – CTE Contact Minutes**
- Enter time in D46 only for approved for funding CTE courses
- offered at the high school
- If offered anywhere else (tech college, etc...) no minutes in D46
**Age Requirements**

- Preschool Special Education 3 year old – 3 on or before Aug 31
- Preschool-Aged (4-year-old At-Risk) – 4 on or before Aug 31 (not 3 or 5)
- Kindergarten 5 years old on or before Aug 31
- First Grade – 6 years old on or before Aug 31
- Preschool 5 year olds – enroll as a Kindergartner for funding, but academically place where appropriate

**Age – Adult Students - Grades**

Adult student defined:
- a student who is over the age of 18 AND whose 5th year cohort has graduated or
- any student over the age of 21
- in KIDS – code as 18 (Non-Graded) in Data Field D10

“Adult” definition has nothing to do with funding; but does determine the grade entered into KIDS

**Age – Adult Students - Funding**

Minutes enrolled (not age) – drives funding for:
- Traditional (On-Site and Remote Learning students)
- Alternative

Age - IS considered when talking about Virtual funding
- 19 and under virtual – fund based on minutes enrolled
- 20 and older – funded based on credits earned
- Sept 20 is always the age determination date for virtual
Preschool-Aged At-Risk
(4 Year Old At-Risk)
Must be 4 years old on or before August 31. Not 3 or 5.
Must meet one qualifying criteria:

* Poverty (Free Lunch only)
* Single Parent
* DCF referral
* Teen parent
* Parent – No Diploma / No GED
* Migrant
* English Learner – must qualify and service must be provided
* Developmentally or academically delayed (but no IEP)
* New - Homeless – as determined by local ed liaison

More – Preschool-Aged At-Risk

Preschool-Aged At-Risk (4-year-old at-risk)
* New – No slot allotment. All qualified students funded.

3 year old At-Risk students – KIDS grade 33
- must meet one of the At-Risk criteria
*New: use grade level “33” in KIDS Data Field D10:
- not funded for 2020-21
4 year old AT-RISK vs. KPP

4 Year old At-Risk - Must be 4 years old by Aug 31
- Each child must meet at least one at-risk criteria – to generate $
- Poverty criteria is: Free Lunch only

Kansas Preschool Pilot - Age 3 (by Aug 31) to 5, but not K eligible
- at least 50% of the children must meet one of the at-risk criteria
- Poverty criteria is Free and Reduced Lunch

Can receive both – but KPP cannot supplant 4 year old at-risk

Enrollment - Misc

Non-resident (Out-of-State) Students:
- Not counted for Virtual, but...
- Counted if enrolled in traditional or alternative school
- Counted if Remote Learner – if enrolled in school district normally would have attended On-Site

Work-Based Learning
Work-Based Learning

Includes: job shadowing, internships, apprenticeships, etc...

In general, preparing for audit, three things:

• Agreement: between student, parent, teacher, supervisor
  Note: not just the liability agreement

• Work log/Timesheets/Attendance - hours - from beginning of school through October 4th

• Work must be directly related to a class student is taking or has taken.

Other Work-Based Learning Criteria:

• Maintain a portfolio
• Experience should related to the student’s career goals
• Weekly meetings with the student
• Worksite visits – at least one every nine weeks

Each of these helps ensure a quality Work-Based Learning experience

Enrollment and Attendance: Work-Based Learning

Again, must be currently enrolled or have already completed course

CTE-related course:
• max of 1 hour counts toward .5 weighted funding – few exceptions
• max of 2 hours count toward student’s attendance

Non-CTE-related course
• Max of 2 hours count toward student’s attendance

Regardless, maximum of 2 hours counts toward student’s attendance;

(used to be 1 to 1: 1 hour class to 1 hour work-based learning)

Again, track attendance: from beginning of school through October 4th
Work-Based Learning Guidance Document includes:

• Work-Based Learning Agreement – pg 11
• Work Log/Timesheet – pg 27

Find it here: Kansas Work-Based Learning: Personalized Learning Plan Guidance Document
Also, access it from KSDE Fiscal Auditing webpage

School Term Requirement: 1116 hours

- 186 days or 1116 hours (1086 for seniors) - minimum required
- 465 hours for Pre-K
- Has not been waived for 2020-21

When calculating days/hours:

• Calculate by building
• Parent-teacher conferences count: 1 to 1
• Professional Development: Count half
• Lunch and one passing period before or after - do not count
• Breaks - do not count
• Recess immediately before and after lunch - do not count
• Watch out for "power hour" - it is often long lunch - does not count
School Term Requirement

- Designate make-up inclement weather days – on the SO66
- How make-up days work – what is forgiven time
- Only inclement weather – no other forgiven – call if not sure

School Term Requirement

Resources:

- Calculator – 1116 Hour Building Log:
  https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing
- School Term Audit Guide

- Use the calculator if it helps you
- Please use something to help track the year as you go

Weightings
Weightings – what we will cover

Weightings:
• At-Risk and High-Density At-Risk
• Bilingual
• Transportation
• Career Technical Education (CTE)

Virtual Funding

At-Risk

At-Risk Student Weighting

• Students who qualify for free lunch
• Weighting factor: 0.484 (no change)
• To calculate the weighting:
  • free lunch headcount x 0.484

• Excludes: Virtual, part-time students, students 20 years or older and non-funded preschool students
At-Risk Verification

Auditors will check whether:

• 3% of income eligibility forms have been verified by Nov 15
• that 3% of applications for alternative programs have been verified (no lunch service, but State application - Household Economic Survey- is used to identify at-risk students)

If not verified, then 3% reduction in at-risk count

High-Density At-Risk Weighting

Will be calculated at both the district and building level and will be the higher of:

• If free lunch % is 35% or more but less than 50%, then take the number of free lunch students times (free lunch % minus 35%), then times 0.7
• If free lunch % is 50% or more, then take free lunch times 0.105

(Funding continued through 2022)
**Bilingual - Weighting**

Must meet two requirements for bilingual weighting:

- **Student** must qualify for service
- **Teacher** must be qualified (have the proper license)

*(No change - These are the same requirements as before)*

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**Bilingual - Weighting**

**Teacher must be qualified:** by count day:

- have a Kansas ESOL endorsement
- have a Kansas ESOL waiver
- have a Kansas ESOL provisional
- have an ESOL Endorsement Plan of Study on file with district office before count day and have begun courses
- passed the ESOL PRAXIS before count day – 149 or higher and applied for license endorsement

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**Bilingual - Weighting**

**Teacher must be qualified:** if ESOL Endorsement Plan of Study:

- again, make sure it's on file with the district office before Count Day
- teacher has 3 years to obtain the endorsement
- must make ANNUAL progress

For 20-21, annual progress means:

- teacher has or will take a class in any of the following: Spring 2020, Summer 2020, Fall 2020, Spring 2021
**Bilingual - Weighting**

Paras providing services to English Learner:
- Must be directly supervised by ESOL qualified teacher
- Teacher cannot supervise more than 5 paras per year
- Para is not solely responsible for instruction and preparing for it
- Teacher and para must work in close proximity
- Must have frequent and productive meetings – at least weekly – meetings must be documented – detail student’s progress

**Bilingual Weighting**

Bilingual Weighting will be based on whichever is greater:
- FTE enrollment (based on contact minutes) x 0.395 or
- English Learner headcount x 0.185

Not an option for district to choose – KSDE will calculate both
Therefore, districts still must report bilingual contact minutes

**Bilingual - Weighting**

Use care in reporting Bilingual contact minutes:
- Report minutes for regularly-attended English Learner
- If pull-out services, total minutes for 5 days and divide by 5
- If block schedule – use average minutes per day
- Students in grades 1 to 12 – limited to 360 minutes
- Preschool students are limited to 180 minutes
- Kindergarten – up to 360 minutes
**Calculator – Bilingual Minutes**

https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing

Optional, but use if it helps you

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**Bilingual - exiting**

Still 3 ways to exit English Learners program:

- **Proficient (score proficient ONE year)**
- **Monitored status – no services – no bilingual weighting OR**
- **Optional transition year – but must provide services**
- **Spring 2020 scores not available in time for Sept 21 2020 count day, so...**
  - proficient students will be placed on "monitored" status next year as 2020-21 school year would have been their transition year

- **Recommended exit** by Building Leadership or Student Improvement Team
- **Withdrawal** - parent withdraws student

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**Transportation**
Transportation

Preparing for Audit:

- We use the data you submit to KIDS
  - miles transported
  - student address
  - school address

- Important to report these accurately
- No PO boxes please

Transportation Report students for whom:
  transportation was made available (as of Sept 21) at district expense...

Transportation miles: door to door by most travelable route and do not round up
- Example: 2.46 is reported as 2.4, not 2.5

Transportation FTE:
- Round trip is 1.0 FTE, one way is 0.5 FTE
- Student riding special education-funded bus is 0 FTE

Transportation - Auditing

Audit:
- We check one-way route distance reported if claimed as 2.5 plus
- We check whether the student is in or out of district

During audit, we will provide a list of students:
- Claimed as more than 2.5 miles but that appear to be less
- Claimed as in district, but appear to be out of district
- Please review the information – let auditor know if disagree
Transportation – District Boundaries

Boundary mapping tool is available here: School District Map Lookup – District Boundaries – ArcGIS

- Please only use to determine district boundaries
- Please do not use to determine route distances

Transportation – Expenditures

Minimum/Maximum transportation funding:

- State law sets a minimum: no less than 2016-17 funding but
- State law also sets a maximum: no more than 110% of the district’s total transportation expenditures from previous year

Preparing for audit:

- Be sure to report all transportation expenditures from all funds
- Be able to provide documentation to support all such expenditures

Transportation – Misc

Other things to note about transportation weighting:

- No funding provided for transporting out-of-district students, but can provide transportation services to these students
- Auditors will check for double-funding (Special Education)
  
  If not needed (if not on IEP), do not claim for SPED Transp
- For a part-time private school student, transportation FTE should be equal to or less than their enrollment FTE
Career Technical Education (CTE)

- Weighted funding - 0.5 funding
  - Classes eligible must be approved for 0.5 funding through the Pathways Process
  - Course # for each class offered must be exact match to Pathways
  - Classes taken at Tech College or Community College – are not funded by KSDE – do not claim them (Ex: Excel in CTE)
  - Not funded: integration with non-Pathway/non-CTE course
  - Follow the CTE policy on Doubled-up and Nested classes: Double-up and Nesting CTE Courses Policy

Preparing for audit:
- Submit the correct # of minutes in KIDS for each student (D46)
- Maintain a September 21 roster for each approved class
- Licensing - Actual teacher is appropriately licensed
- Have available - copies of all Pathways approval letters – from KSDE
- Get approval for any nested courses (nested is 3 or more) – by October 15
Career Technical Education (CTE)

- Weighting is 0.5 x FTE based on average daily minutes student attended an approved class(es).

- Average daily minutes are rounded to whole, for example:
  - 42.2 minutes = 42
  - 42.5 minutes = 43
  - 42.8 minutes = 43

- Do not include seminar minutes – enter those on the PBR.

PBR: Principal’s Building Report

Calculating Minutes – Depends on the type of schedule

- Same schedule every day
- Block schedule every other day
- Modified block

Examples – Calculating Minutes – Same Schedule Every Day

- One class, meets every day for 52 minutes = 52 CTE minutes
- Two different CTE classes (same student):
  - 52 minutes
  - 51 minutes
  - 52 + 51 = 103 CTE minutes – enter this into Data Field D46

Key: No need to calculate an average (but you can)
Career Technical Education (CTE)

Example - Calc Minutes - Block Schedule - Every Other Day

• One class, meets every other day for 90 minutes
  \(90 / 2 \text{ days} = 45 \text{ CTE minutes}\)

• Two different CTE classes, each 90 minutes
  \(90 + 90 = 180 / 2 = 90 \text{ min}\) — enter this into Data Field D45

Key: Calculate average minutes per day...

Career Technical Education (CTE)

Example - Calc Minutes - Modified Block Schedule

• One class, meets 4 days per week, varying length each day
  \(50 + 50 + 90 + 50 / 5 \text{ days} = 48 \text{ CTE minutes}\)

• If two different CTE classes, average each and then add
  \(\text{avg class } 1 + \text{avg class } 2 = \text{Total CTE minutes for D45}\)

Key: Still use average minutes per day...

Career Technical Education (CTE)

Bottom line when calculating CTE minutes:

Trying to get to: average daily minutes for each class, so...

• If it takes 1 week to get through a schedule, divide by 5
• If it takes 2 weeks to get through a schedule, divide by 10

• Add minutes from 1 week / divide by 5 = avg daily minutes or
• Add minutes from 2 weeks / divide by 10 = avg daily minutes
Career Technical Education (CTE)

- If you have a 4 day school week, still divide by 5 (days)
- Seminar calculation = avg # min for seminar / student class periods
  enter seminar minutes on the PBR, not in KIDS
- Example: 30 min seminar / 7 periods = 4.28 = 4 minutes
- a CTE-funded course will not be funded if paired integrated with a non-CTE/Pathways course
- Redesign high schools – follow same methodology to calc min

Career Technical Education (CTE)

Double-up 2 Pathways courses taught within same class period to
a group of students – 1 teacher licensed for both

Integrated courses: Teaching 1 (same) group of students the content from 2
courses – 1 teacher licensed for both or team taught
However, for 0.5 CTE funding if integrated with non-Pathways course

Nested courses: 3 or more approved Pathways courses taught within same
period, same instructor to 3 or more separate groups of students
remember, must be approved by Oct 15 each year

Career Technical Education (CTE)

Help with calculating CTE minutes:
https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Audit

- May be useful to complete the bell schedule first...
- Then the CTE minutes calculator
- Optional, but use if they help you
Virtual – Funding (not weighting)

Virtual Students 19 and under are funded based on minutes enrolled
- Full-time students are funded at $5,000 per student (360 min is FT)
- Part-time students are funded at $1,700 x FTE (less than 360 min)

Virtual Students 20 and over are funded per credit earned
- $709 per credit earned July 1, 2020 to June 30, 2021
- Maximum of six credits

Age determination date is always Sept 20