

Virtual Schools and Programs 2019-20



- Guidelines for fifth-year seniors and adults
- Virtual funding for those who are 19 years and older

Virtual Directors, Schools and Districts may visit the **CSAS website** for more information:

<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Graduation-and-Schools-of-Choice/Virtual-Schools-and-Programs/Virtual-Directors>

If you have questions about virtual schools and programs, please contact:

Mike Pounds mpounds@ksde.org (785) 296-8447
Career, Standards and Assessments Services (CSAS)

GUIDELINES:

- **Fifth-year seniors** may enroll in virtual schools and programs approved to serve 12th grade students. They may also enroll in virtual schools and programs approved to serve adult students. They can participate with either group of students, but they will be coded in the **KIDS** system as 12th graders for a second time because they do not meet the definition of “Adult.”
- **The definition of adult** (which applies to all adult students in the state, virtual and otherwise) is “a general education student who is over the age of 18 **AND** whose fifth-year cohort has graduated, or any student over the age of 21”. Students who meet this definition will be coded in the **KIDS** system as **Not Graded**.
- “Fifth-year senior” and “adult” are terms KSDE uses to denote grade level and position within the graduation cohort. *They have NOTHING to do with funding.*
- Traditional and alternative funding is **NOT** differentiated based on age. Traditional and alternative students will be funded based on minutes enrolled.
- Virtual funding **IS** differentiated based on age:
 - Virtual students 18 and under will be funded based on minutes enrolled.
 - Virtual students 19 and over will be funded based on credits completed.
- The age determination date for virtual funding is *always September 20th*. In a year when September 20th falls on a weekend and the count date moves to the following school day, the *age determination date DOES NOT* move.





GUIDELINES: (continued)

- **Virtual schools and programs** MAY encounter a disconnect between the terms “**12th grade student**” and “**fifth-year senior**” and the way that these students will be funded based on age:
 - There may be 12th grade students who are 19 and over and are funded based on credits completed.
 - There may be fifth-year seniors who are 18 and under and are funded on minutes enrolled.

Virtual schools and programs will need to pay close attention to this possibility.
- KSDE encourages **virtual schools and programs NOT to set enrollment criteria based on age, but rather on grade level** and to just be prepared for students that overlap the ‘18 and under’ and ‘19 and over’ funding categories.

Adult student records reviewed by KSDE auditor –

For purposes of enrollment funding, “**ADULT**” is defined as those individuals whose fifth-year cohort class has graduated high school not including fifth year seniors. Only those students without a high school diploma are eligible for funding. A high school diploma from a school in another state or country prohibits funding.

Adult students enrolled in a public school shall have the following documentation available for audit purposes:

1. **DISTRICT ENROLLMENT FORM** will include:
 1. Full name
 2. Address
 3. Date of Birth
 4. Cohort class graduation date
2. **TRANSCRIPT ANALYSIS**
Used to determine what classes student needs to graduate.
3. **INDIVIDUAL GRADUATION PLAN**
Outlining the plan for the student to graduate, showing classes needed and the estimated enrollment date in said courses.
4. **ENROLLMENT IN HIGH SCHOOL CREDIT EARNING COURSES**
Course Description Guide or Class Schedule

Keep in mind ...

If documentation of student enrollment, transcript analysis and graduation plan are not available for audit, the student will not be included in district enrollment and is ineligible for state funding.

School Finance (785) 296-3872

Fiscal Auditing (785) 296-4976



Adult student records reviewed by KSDE auditor (continued)

GRADUATION PLANS

The **Transcript Analysis** and **Graduation Plan** can be on the same document. If the student needs less than 25% of credits to graduate, the graduation plan must show estimated enrollment dates for all remaining classes. If the student needs more than 25% of credits to graduate, the graduation plan must show estimated enrollment dates for at least 25% of the total credits.

For example, if a student enrolls and the transcript analysis shows that the student has 5 credits and the school's graduation requirement is 24 credits, then the graduation plan must show the estimated enrollment dates for 6 credits.

Adult students must follow the same "Enrolled and Attending" rules that apply to the type of school they are attending.

For purposes of enrollment, "ADULT" is defined as those individuals whose cohort class has graduated high school.

*Only those students **without high school diplomas** are eligible for funding.*

Attendance and FTE will be audited based on the type of school.

For details on virtual or alternative attendance rules, please refer to the **Enrollment Handbook**. View or download this manual from the **Fiscal Auditing** homepage:

<http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing>

If you have audit questions, contact:

Laurel Murdie, Fiscal Auditing Director, lmurdie@ksde.org or call (785) 296-4976

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