



State Board of Education

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MEMORANDUM

TO: School District Superintendents
School District Assistant Superintendents
All School Principals

FROM: Pam Stewart

DATE: August 1, 2014

SUBJECT: GUIDANCE FOR DISTRICT VIRTUAL COURSE OFFERINGS

Contact Information

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Section 1003.498, Florida Statutes, authorizes school districts to offer individual virtual courses for students enrolled in the school district. District students must meet at least one of the eligibility requirements designated in section 1002.455, Florida Statutes. Listed below are the eligibility criteria related to taking virtual courses on a part-time basis.

- The student spent the prior year in a Florida public school and was reported for funding in the October and February full-time equivalent (FTE) student surveys.
- The student is a military dependent who moved to Florida within the last 12 months.
- The student was enrolled in district virtual instruction programs or Florida Virtual School's full-time public school program the previous year.
- The student has a sibling who is currently enrolled in a virtual instruction program and was also enrolled at the end of the previous year.
- The student is eligible to enter kindergarten or first grade.

Eligible students may enroll in a virtual course offered by any other school district in the state, pursuant to section 1003.498, Florida Statutes. The law designates that the district of instruction report the student's completion of the course for funding and that the total FTE per student for both districts cannot exceed 1.0 FTE.

When these students seek to enroll in an online course offered by another district, both districts should be involved in the enrollment process and acknowledge the requirements related to eligibility and funding before the student is allowed to enroll in the course. To accomplish this, districts should develop an enrollment form which becomes an audit document for the shared instructional process. At minimum, the enrollment forms should include the following to document that all requirements are met and that the course is appropriate for the student.

- Student's legal name.
- Student's official student database IDs-Student Number Identifier, Florida and Student Number Identifier – Alias, Florida. (The district of instruction will use the same Student Number Identifier, FL and Student Number Identifier – Alias, Florida as assigned in the district of enrollment. Collaboration between districts is required to ensure the Student Number Identifier, FL matches between the two districts. The instructing district may use the Information Database User Manual, Appendix T: *District Contacts for Student Identifiers*, to contact the enrollment district to obtain the official ID. Link to contacts: <http://www.fldoe.org/eias/dataweb/usermanual/appt.xls>).
- Student's grade level.
- Student's date of birth.
- Student's district and school of enrollment (school number and name in the master school identification (MSID) file).
- District and school of instruction for the virtual course.
- Course title and course code in the Course Code Directory.
- Criteria in section 1002.455, Florida Statutes, met for eligibility.
- Determination whether the course selected is appropriate for the individual student based on the student's academic history.

Acknowledgement that the full-time equivalent (FTE) student for the course will be reported for funding by the school district of instruction and the home school district will not report the student for funding for that course. A one-year-long course is equivalent to 1/6 FTE, and one semester is equivalent to 1/12 FTE. Both districts should report all FTE earned by a student in their respective districts. The department will combine all FTE enrollment reported for the student by all districts. If the FTE reported exceeds 1.0 FTE, the department will then recalibrate all reported FTE enrollment for each student to 1.0 FTE.

The department has developed the attached model form as guidance to assist you in documenting this joint instructional process. However, districts may develop their own form or incorporate this information into other enrollment documentation as long as all of the information included on the model form is clearly addressed.

PS/sr

Attachment