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MEMORANDUM

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

FROM: Dr. Michael Grego

DATE: August 5, 2011

SUBJECT: GUIDANCE FOR NEW DISTRICT VIRTUAL COURSE OFFERINGS

Section 1003.498, F.S., 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, F.S., to take these courses. These requirements include:

- The student spent the prior year in a Florida public school and was reported for funding in the October and February full-time equivalent (FEFP) 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 if the student does not have access to the course in the district of residence or district of enrollment, pursuant to Section 1003.498, F.S. The law designates that the district of instruction report the student's completion of the course for funding and that the total reported FTE for both districts cannot exceed 1.0 FTE.

DR. MICHAEL GREGO
CHANCELLOR OF PUBLIC SCHOOLS

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 must develop an enrollment form which becomes an audit document for the shared instructional process. At a 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 full name
- Student's official ID (this number must be reported correctly by both districts for funding to be earned)
- 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, F.S., met for eligibility
- Acknowledgement that student is not able to take the course in the school district of residence
- 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. The combined total of all reported FTE for the student may not be reported as more than 1.0 FTE in any given school year. (Example: If the school district of instruction for the virtual course offering reports 1/6 FTE, the home school district is limited 5/6 FTE.)

The Department of Education 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 it into other enrollment documentation as long as all of the information included on the model form is clearly addressed.

MG/sry

Attachment