ENROLLMENT AND ATTENDANCE GUIDANCE QUESTIONS AND ANSWERS

LEARNING ENVIRONMENTS

- What is the difference between distance learning and virtual learning?
  - Distance learning – Distance learning is used for short-term, temporary placements away from traditional learning in accordance with the district's distance learning policies. These offerings could include virtual instruction, as well as the use of packets.
  - Virtual Learning – Virtual learning is when a student's regular mode of instruction is in a virtual environment (or through other means of distance learning models) and is outside of the traditional environment.

DAILY ATTENDANCE, MEMBERSHIP, AND TRANSPORTATION

- How will OSDE track transportation?
  - Through the basis of admission code. Only students using a basis of admission code that is eligible for transportation will be counted. Refer to code table 1.3 - Basis of Admission Reporting Use for the list of codes that report transportation.

- Are schools required to develop additional site codes that need to be reported to the state? And will site exception reports be needed for FQSR/ASR (First Quarter Statistical Report/Annual Statistical Report)?
  - Creating additional site codes would be a local district decision. No exception will be required on the FQSR or ASR.

- Do districts need to change the student basis of admission codes when using the DVA or DVAP absence codes?
  - No, continue to use the traditional basis of admission (Resident, Open Transfer, etc., if the student is attending school through traditional or distance learning. Click here for a flow chart explaining what attendance procedure to follow for a particular basis of admission codes.

- If a district closed for an emergency, will they have to mark every student as DVAP when they meet the attendance requirements?
  - If a school closes and moves to a distance learning/virtual day, the calendar day would still be Instructional with the Calendar Type Other code of 03 – Distance/Virtual Learning Day. Students who meet the expected criteria for present during a distance learning day would be considered DVAP by virtue of the calendar day. Students who are ABSENT, because they did not meet the expected criteria, would be marked absent either using a traditional absence or a DVA absence.

- If a district has virtual sites set up for their 100% of the time virtual students, do they have to use any absence codes at all?
    - Students enrolled in a virtual site for total virtual students must report attendance as required in [70 O.S. § 3-145.8](). However, students enrolled in this manner would continue to use traditional attendance codes.

- If a student is doing traditional learning and is absent for any reason but is temporarily assigned to do distance learning, is that recorded by the attendance code only?
    - Yes.

- If a student is absent on the first day of school and is enrolled in a virtual or blended environment, do we count them absent if they don't participate in virtual or distance learning activities?
    - No, you would change their enrollment to match the first day of attendance. Students must be present before they can be considered enrolled.

CALENDARS

- Do all virtual enrollments need to be on one calendar? What if a district has them enrolled at different school sites but with a different grade level that distinguishes that they are virtual/virtual blended...example 8V?
    - Virtual students can be on one calendar if that is easier for the district, however, that is not required. Districts may use descriptions as they choose to distinguish between virtual/virtual blended if the SIF code for students' grade levels is reported. Districts may consider using a virtual "flag" to help identify virtual students.

- If a district has virtual sites created for their 100% of the time virtual students, do calendars need to have the INST "Instructional" and 03– Distance/Virtual Learning Day?
    - Calendars associated with 100% virtual students would code calendar days in a typical way. There is no need to code a virtual calendar as 03– Distance/Virtual Learning Day.

- How should a district code its calendar for blended students, do days that blended students have virtual coursework need to be coded as an instructional day with the 03 – Distance/Virtual Learning Day Calendar Type Other Code?
    - Yes, days that blended students are working in a distance learning or virtual environment need to be coded as an instructional day with the 03 – Distance/Virtual Learning Day Calendar Type Other Code.

TRANSFERS

- Is virtual learning an option for transfer students?
    - Yes, use the Basis of Admission codes of TRVON or TRVOFF.

- What basis of admission would a district use for out-of-district transfer students that are virtual only, and this would include full-time virtual students as well?
    - Use the Basis of Admission code TRVOFF.

- Where can we find the rules about transfer students and virtual learning?
  - Oklahoma Administrative Code § 210:35-21-2 and 70 O.S. § 3-145.5A.

ENROLLMENTS AND EXITS

- Do districts have to use a new exit code for students going from blended to full virtual?
  - No new codes will be required. Use 3505 – NA: Exited, not end of school year; this code is used when modifying enrollments when students exit and re-enroll at the same site.

- If a student starts out as traditional with an admission code of R- Resident, then transfers into a virtual or blended enrollment, will the district need to end date the "traditional" enrollment and start a new enrollment with a new basis of admission code?
  - Yes, the district would need to exit and re-enroll if the student is moving from traditional learning to a full-time virtual environment.
    - If the student is moving to a full-time virtual learning environment, then the basis of admission should be "RVOFF - Virtual Off Campus" or TRVOFF – Transfer Virtual Off Campus".
    - If the student is moving to a full-time blended environment, then the basis of admission code should be "RVON - Virtual On Campus" or "TRVON – Transfer Virtual On Campus".
- Are full-time distance learning students virtual students?
  - Full-Time distance learning students could be virtual or blended. If the student attends any instruction, extra-curricular, or elective class on-campus, they would be considered blended learning and use the basis of admission code of "RVON - Virtual On Campus" or "TRVON – Transfer Virtual On Campus". If the student is always (100% or full time) in a virtual learning environment, then the basis of admission code use should be "RVOFF - Virtual Off Campus" or TRVOFF – Transfer Virtual Off Campus".

COURSES

- For students in a new virtual school, can the "teacher" be a generic "Virtual Teacher" so those kids can be monitored, graded, etc., by school staff that may not be certified in all those areas? Essentially, how does "teacher of record" apply?
  - The teacher of record must be certified in the subject area they are teaching.

- If a student is virtual, and will only have 5 to 6 hours of classes a day, are they Full Time?
  - Students must be enrolled in 6 hours of rigor by statute and that has not been waived by emergency rule. If a student is enrolled in 6 hours of rigor then they are considered a "Full-time" student.

The latest Enrollment and Attendance Guidance and Weekly Wave slides can be found on the OSDE website – Student Information page. For additional questions reach contact <Studentdatainfo@sde.ok.gov>.