



ENROLLMENT AND ATTENDANCE GUIDANCE

QUESTIONS AND ANSWERS

LEARNING ENVIRONMENTS

- What is the difference between distance learning and virtual learning?
 - The difference is the time spent in each learning environment. Distance Learning can be virtual learning but only when the plan is for the student to be in that learning environment for less than 100% of the time.
 - Distance learning – Distance learning is used for short-term 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 [7.2.1 - 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 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 particular basis of admission codes.
- If a district ends up closing, will they have to mark every student as DVAP when they meet the attendance requirements?
 - If a school were to close they would mark the calendar for all students as Instructional with the Calendar Type Other code of 03 – Distance/Virtual Learning Day. Absences would be submitted with the standard present or absent procedures. [Click here for a flow chart](#) explaining what attendance procedure to follow for particular basis of admission codes.

- If a district has virtual sites all set up for their 100% of the time virtual students, do they actually have to use any absence codes at all?
 - Students enrolled into 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 not need to use the new distance learning attendance codes discussed in the [guidance](#).
- 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.

CALENDARS

- Do all virtual enrollments need to be all 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 can use whatever description they choose to distinguish between virtual/virtual blended.
- If a district has virtual sites all set up for their 100% of the time virtual students, do calendars need to have the INST “Instructional” and 03– Distance/Virtual Learning Day?
 - The calendar associated with a 100% of the time virtual site would not need a Calendar Type Other Code of “03 – Distance/Virtual Learning Day”, it could be reported as “NA - Not Applicable”.
- If just one site or classroom is out for COVID, does a district need to create a separate school calendar for that site or classroom?
 - No, utilize the attendance codes to mark whether or not a student is out for COVID and is not participating in distance learning. If the student is participating in distance learning for a short period of time, [click here for a flow chart](#) explaining what attendance procedure to follow for particular basis of admission.
- How should a district code their 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.
- How to code the calendar if a school does half traditional in person classes and half virtual?
 - The calendar for all students will be marked as Instructional when instruction happens in person. On the days where students were instructed through distance learning, the calendar will be marked as Instructional with the day type of 03 – Distance/Virtual Learning Day.



TRANSFERS

- Is virtual learning an option for transfer students?
 - Yes, if a student is virtual 100% of the time, they will be a virtual Off Campus student regardless of resident status. Districts will continue to utilize the student transfer system in the Wave to track open and emergency transfers.
- 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?
 - All students in a virtual environment will use RVOFF.
- Where can we find the rules about transfer students and virtual learning?
 - Found in the 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 codes for students going from blended to full virtual?
 - No new codes will be required. Utilize 3505 – Exited; 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 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”.
 - If the student is moving to a full-time blended environment then the basis of admission code should be “RVON - Virtual On Campus”.
- If a district is planning to start in a blended environment (X days in-person, X days virtual) for the first 9 weeks of school. What basis of admission should they use?
 - Districts have 2 options for this situation.
 - Code all students with traditional basis of admission codes. There will be no need to update that code unless the student decides to go 100% virtual or participates in blended learning after the first 9 weeks. The calendar for all students will be marked as Instructional on the days the students are instructed virtually, with the day type of 03 – Distance/Virtual Learning Day.
 - Enroll every student as a blended student for the first 9 weeks. After the first 9 weeks, exit and re-enroll all students in the appropriate basis of admission (traditional/distance learning, virtual or blended).



- 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 to be in a blended learning environment and use the basis of admission code of “RVON - Virtual On Campus”. Otherwise, if the student is always in a virtual learning environment, then the basis of admission code use should be “RVOFF - Virtual Off Campus”.

- If a district can't change partial calendar days for a particular site, but sends certain classrooms or grade levels home with distance learning for a few days, would they use the DVAP absence code?
 - The district would use the attendance codes for students at home to reflect the distance learning days. If a student meets the local attendance policy, then they would report “DVA” or “DVAP” with an absence value of 0.0. If the student does not meet the local attendance policy, they would use with “DVA” or “DVA5” with an absence value that reflects the proper amount of absence, either 1.0 or 0.5. [Click here for a flow chart](#) explaining what attendance procedure to follow for particular basis of admission codes.

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. If there are any remaining questions not covered, reach out to our team at Studentdatainfo@sde.ok.gov.

