

## APPENDIX E

# DOE Student Database Reporting Requirements for Virtual School Students

**NOTE:** This appendix applies to students participating in school district virtual instruction programs, the Florida Virtual School, and approved franchises of the Florida Virtual School.

### School District Virtual Instruction Programs

Student eligibility and funding for School District Virtual Instruction programs are described in Section 1002.45(5) and (7), and Section 1011.62(1)(c), Florida Statutes (F.S.).

- *For purposes of a school district virtual instruction program, “full-time equivalent” has the same meaning as provided in Section 1011.61(1)(c)1.b.(III) or (IV).*
- *The school district in which the student resides shall report full-time equivalent students for the school district virtual instruction program to the Department in a manner described by the Department and funding shall be provided through the Florida Education Finance Program. Funds received by the school district of residence for a student in a virtual instruction program provided by another school district under this section shall be transferred to the school district providing the virtual instruction program.*
- *A student may enroll in a virtual instruction program provided by the school district in which he or she resides if the student meets at least one of the following conditions: (a) the student has spent the prior year in attendance at a public school in Florida and was enrolled and reported by a public school district for funding during the preceding October and February for purposes of the Florida Education Finance Program surveys, (b) the student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to Florida pursuant to the parent’s permanent change of station orders, or (c) the student was enrolled during the prior school year in a school district virtual instruction program under Section 1002.45, F.S., or a K-8 Virtual School Program under Section 1002.415, F.S.*
- *The program shall be full-time for students enrolled in kindergarten through grade 12 and full-time or part-time for students in grades 9-12 enrolled in dropout prevention and academic intervention programs under Section 1003.53, F.S., or in Department of Juvenile Justice education programs under Section 1003.52, F.S.*
- *A full-time equivalent student for students in grades 6 through 12 in a school district virtual instruction program shall consist of six full credit completions. Credit completions can be a combination of either full credits or half credits.*

- “Core-curricula courses” for the purpose of calculating the maximum class size requirements are not included in the calculation if they are offered through a K-8 or school district virtual instruction program.

## School District Virtual Instruction Programs: Grades K-5

The school district in which the student resides shall report full-time students in grades K-5 using the school number 7001.

Fundable FTE may be earned and reported for students who successfully complete the virtual instruction program and are promoted to a higher grade level. Students enrolled in a school district virtual instruction program shall be reported with a basic FEFP Program Number (101-102 or 111-112, as appropriate) in Surveys 2 and 3, with *FTE Earned, Course* equal to 0.0000. Students who successfully complete the school district virtual instruction program should be reported in Survey 4 with a total *FTE Earned, Course*, across all courses reported, equal to 1.0000. Students who do not successfully complete the school district virtual instruction program should be reported in Survey 4 with *FTE Earned, Course* equal to 0.0000 on all student course records.

### Student Demographic Information

District Number, Current Enrollment	District providing the virtual instruction program.
District Number, Current Instruction/Service	District providing the virtual instruction program.
School Number, Current Enrollment	Use school number 7001.
Residence County	The county in which the student resides.

### Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use school number 7001.	Use school number 7001.
School Number, Current Instruction	Use school number 7001.	Use school number 7001.
FEFP Program Number	Use 101-102 or 111-112 for basic program	Use 101-102 or 111-112 for basic program.
FTE Earned, Course	0.0000	Total of 1.0000 for students who successfully complete the school district virtual instruction program; 0.0000 for students who do not successfully complete.
Virtual Instruction Provider	Use code to designate provider of virtual instruction.	Use code to designate provider of virtual instruction.

Also report all other data elements and formats that apply to the student.

## School District Virtual Instruction Programs: Grades 6-12

School district virtual instruction programs may serve students in grades 6-12 on a full-time basis, or on a part-time basis for students in grades 9-12 enrolled in dropout prevention and academic intervention programs under Section 1003.53, F.S., or Department of Juvenile Justice education programs under Section 1003.52, F.S. Full-time students must be reported by the district in which the student resides using school number 7001.

Courses taken by students enrolled in a school district virtual instruction program shall be reported with a basic or career education FEFP Program Number (102, 103, 112, 113, or 300 as appropriate) in Surveys 2 and 3, with *FTE Earned, Course* equal to 0.0000. All virtual courses attempted should be reported in Survey 4, but *FTE Earned, Course* greater than 0.0000 should only be reported for those courses in which the student earned half or full credits.

### Student Demographic Information

District Number, Current Enrollment	For full-time students, use the district providing the instruction. For part-time students, use the district providing the non-virtual instruction. For Department of Juvenile Justice (DJJ) students, use the district to which the DJJ school belongs.
District Number, Current Instruction/Service	For full-time students, use the district providing the instruction. For part-time students, use the district providing the non-virtual instruction. For Department of Juvenile Justice (DJJ) students, use the district to which the DJJ school belongs.
School Number, Current Enrollment	For part-time students, use the student's school number of enrollment. For full-time students, use 7001. For DJJ students, use the DJJ school number.

## Student Course Schedule

	<b>Surveys 2 and 3</b>	<b>Survey 4</b>
School Number, Current Enrollment	For part-time students, use the student's school number of enrollment. For full-time students, use 7001. For DJJ students, use the DJJ school number.	For part-time students, use the student's school number of enrollment. For full-time students, use 7001. For DJJ students, use the DJJ school number.
School Number, Current Instruction	For virtual instruction courses, use school number 7001.	For virtual instruction courses, use school number 7001.
FEFP Program Number	Use 102, 103, 112, 113, or 300.	Use 102, 103, 112, 113, or 300.
FTE Earned, Course	0.0000	0.0000 if no credit is earned; > 0.0000 if credit is earned.
Virtual Instruction Provider	Use code to designate provider of virtual instruction.	Use code to designate provider of virtual instruction.

Also report all other data elements and formats that apply to the student.

## Florida Virtual School Franchises

FTE reporting for approved franchises of the Florida Virtual School is described in Section 1002.37(4), F.S.

All approved franchises of the Florida Virtual School should report FTE under the school number 7004 and the two-digit district number.

To earn FTE through an approved franchise of the Florida Virtual School that has been certified by the Commissioner of Education, the virtual instruction must be provided by the school district.

All FTE earned by franchises of the Florida Virtual School must be reported on a successfully completed credit basis. The completion of six credits is equal to one unweighted FTE. A fraction of an FTE may be reported.

Courses taken by students enrolled in a franchise of the Florida Virtual School shall be reported with a basic FEFP Program Number (102-103 or 112-113, as appropriate) in Surveys 2 and 3, with *FTE Earned, Course* equal to 0.0000. All virtual courses attempted should be reported in Survey 4, but *FTE Earned, Course* greater than 0.0000 should only be reported for those courses in which the student earned half or full credits.

## Student Demographic Information

District Number, Current Enrollment	Use reporting district number.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use the student's school number of enrollment or, for full-time students, use 7004.

## Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the student's school number of enrollment or, for full-time students, use 7004.	Use the student's school number of enrollment or, for full-time students, use 7004.
School Number, Current Instruction	Use school number 7004.	Use school number 7004.
FEFP Program Number	Use 102, 103, 112, or 113 for basic program.	Use 102, 103, 112, or 113 for basic program.
FTE Earned, Course	0.0000	0.0000 if no credit is earned; > 0.0000 if credit is earned.

Credit completed by a student in a virtual class in excess of the minimum required for that student for high school graduation is not eligible for funding.

Also report all other data elements and formats that apply to the student.

## Florida Virtual School

FTE reporting for the Florida Virtual School is described in Section 1002.37(3)(a), F.S.

- *School districts may not earn or report FTE for direct instruction provided by the Florida Virtual School unless the instruction is provided by the school district virtual instruction program through a contract with the Florida Virtual School.*
- *All FTE earned by the Florida Virtual School must be reported on a successfully completed credit basis. The completion of six credits is equal to one unweighted FTE. A fraction of an FTE may be reported.*

To receive funding, students must successfully complete Florida Virtual School courses. Course completions may be reported during the regular 180-day school year and during the summer. Fundable FTE may be earned and reported in student surveys 1, 2, 3, and 4. Each half credit successfully completed generates 0.0834 FTE.

**Credit completed by a student in excess of the minimum required for that student for high school graduation is not eligible for funding.**

FTE should be reported for funding in the survey that corresponds with the period during which the student successfully completed the course.