State Funding for CTE and the Student Attendance Accounting Handbook

2014–2015 CTE Leadership Academy
October 9, 2014

Student Attendance Accounting Handbook (SAAH)
Audit Requirements

- Attendance documentation – 5 years
- Reports
  - Student Detail
  - Campus Summary
  - District Summary
  - Reconciliation – teacher roster/attendance records

General Attendance

- Eligibility for funding (2–4 hours)
- Enrollment/withdrawal procedures
- Attendance-taking rules
- Calendar
  - 180 days
  - 2 Bad weather/health & safety days
General Attendance Notes

- Ages 21–25 may be admitted
- Students with a GED are eligible to enroll
- Ineligible for attendance
  - Study hall
  - Signing in

CTE Contact Hour Funding Criteria

- Qualified/certified teacher
  - Exception 1: Charter schools (NCLB – highly qualified)
  - Exception 2: Dual credit – postsecondary faculty
  - Exception 3: Substitute allowed for 30 days
- Document average minutes per day
- Appropriate resources
- At least 1 coherent program/3 clusters
Funding Eligibility – Grade Levels

- Grades 9–12
- Grades 7 and 8 (CTE for the Disabled [CTED])

Funding Eligibility – Courses

- TEA-approved CTE courses
- TEA-approved CTE innovative courses
  - Maintain documentation of local board or site-based decision-making committee approval
- CTE allotment expenditures
  - 42% indirect costs
Your district may place a student in a disciplinary setting for up to 5 consecutive days and claim CTE contact hours even if no services were provided.

30 days with a substitute or no services does not apply in this setting.

Earning CTE Contact Hours

- 6-hour daily limit
- No partial attendance

Example: 1 hour attendance for 2-hour course

Auditing CTE courses does not count as contact time
Special Ed/Pregnancy Related Services
Contact Hours

- Same amount and type of CTE service as before placement

<table>
<thead>
<tr>
<th>CTE Code</th>
<th>Contact-Hour Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1</td>
<td>1.00</td>
</tr>
<tr>
<td>V2</td>
<td>2.00</td>
</tr>
<tr>
<td>V3</td>
<td>3.00</td>
</tr>
<tr>
<td>V4</td>
<td>4.00</td>
</tr>
<tr>
<td>V5</td>
<td>5.00</td>
</tr>
<tr>
<td>V6</td>
<td>6.00</td>
</tr>
</tbody>
</table>
Chart for Determining V Code for Each CTE Course

<table>
<thead>
<tr>
<th>CTE Course’s Average Minutes per Day</th>
<th>CTE Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>45–89</td>
<td>V1</td>
</tr>
<tr>
<td>90–149</td>
<td>V2</td>
</tr>
<tr>
<td>150–180+</td>
<td>V3</td>
</tr>
</tbody>
</table>

CTE Career Prep Requirements

- Paid work-based learning (WBL)
  - Includes classroom instruction
  - Lasts entire year
  - Age 16 or older
  - Average 1 hour per day classroom instruction
  - Average 10 hours of work weekly – 2 credits
  - Average 15 hours of work weekly – 3 credits
  - Ineligible for contact hours if unemployed >15 days
CTE Practicum Requirements

- Practicum courses and other 2- or 3-credit CTE courses can be used as lab-based (paid or unpaid) WBL experiences
- Training must be appropriate to classroom instruction and coherent sequence
- Course lasts entire year
- Paid practicum requirements:
  - WBL training and classroom instruction
  - Age 16 or older – valid work documentation
  - Average 1 hour per day classroom instruction

Problems and Solutions

Cooperative (teacher and student)
Classroom instruction + supervised research

Claiming contact hours

- Contact hours on enrollment if project plan written within 15 days of enrollment; OR contact hours when plan is written if plan not written within 15 days of enrollment
- Instructor and student meet at least weekly
- Project progress evaluation required for each grading period
CTE for the Disabled (CTED)

- Grades 7–12
- Admission, review, and dismissal (ARD) committee approval
- Self-contained classroom
- Special education students only

Contracted Instruction

- Home district reports attendance
- Receiving district reports attendance to home district
- Student absent all day if student absent at attendance-taking time
Dual Credit
- Counts for CTE contact hours
- Documentation of agreement with college
- Must meet other dual credit requirements
  - 19 TAC Part 1, Chapter 4, Subchapter D
  - 19 TAC Part 2, Chapter 74, Subchapter C
  - Section 11.3.1 of SAAH
State Funding

CTE Allotment

$50 for each CTE full-time equivalent (FTE) enrolled in:

- 2 or more advanced courses (total of 3 or more credits)
- Tech-prep program advanced course

State Funding

CTE State Funding Weight: 1.35

- Funding is based on contact hours where 1 FTE = 30 contact hours/week, or 1,080 contact hours/year

<table>
<thead>
<tr>
<th>Student’s CTE Code (&quot;V&quot; Code)</th>
<th>Contact Hour Multiplier</th>
<th>Number of Contact Hours per Day</th>
<th>Number of Contact Hours per 180 Days*</th>
<th>FTE or Portion of an FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1</td>
<td>1.0</td>
<td>1</td>
<td>180</td>
<td>0.167</td>
</tr>
<tr>
<td>V2</td>
<td>2.0</td>
<td>2</td>
<td>360</td>
<td>0.333</td>
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<tr>
<td>V3</td>
<td>3.0</td>
<td>3</td>
<td>540</td>
<td>0.500</td>
</tr>
<tr>
<td>V4</td>
<td>4.0</td>
<td>4</td>
<td>720</td>
<td>0.667</td>
</tr>
<tr>
<td>V5</td>
<td>5.0</td>
<td>5</td>
<td>900</td>
<td>0.833</td>
</tr>
<tr>
<td>V6</td>
<td>6.0</td>
<td>6</td>
<td>1,080</td>
<td>1.000</td>
</tr>
</tbody>
</table>

*Assumes perfect attendance
State Funding

ABC Independent School District (ISD) has 75 students coded V1, 21 students coded V2, 18 students coded V3, and 5 students coded V5. All these students had perfect attendance for the school year. The district's number of CTE FTEs would be calculated as follows:

<table>
<thead>
<tr>
<th>Students</th>
<th>Contact Hour Multiplier</th>
<th>Eligible Days Present</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 V1</td>
<td>1</td>
<td>180</td>
<td>13,500</td>
</tr>
<tr>
<td>21 V2</td>
<td>2</td>
<td>180</td>
<td>7,560</td>
</tr>
<tr>
<td>18 V3</td>
<td>3</td>
<td>180</td>
<td>9,720</td>
</tr>
<tr>
<td>5 V5</td>
<td>5</td>
<td>180</td>
<td>4,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>35,280</strong></td>
</tr>
</tbody>
</table>

CTE weighted funding = eligible CTE FTEs × district’s adjusted allotment (AA) × 1.35

ABC ISD has 32,667 eligible CTE FTEs and an AA of $6,600. The district’s CTE weighted funding would be calculated as follows:

CTE weighted funding = 32,667 × $6,600 × 1.35 = $291,063

Regular program ADA would be reduced by 32,667

State Funding

See “Estimating a District’s Foundation School Program CTE Allotment” document, available at

http://www.tea.state.tx.us/index2.aspx?id=25769817592
Questions

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