COVID-19: District/Charters – Emergency Closure Reopening, Switching to Online Status
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Sent: Wednesday, March 18, 2020 12:40 PM
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Subject: COVID-19 – District/Schools – Emergency Closure, (re)Opening, Switching to Online status

To All District ISEE Personnel and System Vendors
Due to Corvid-19, many Districts and Schools are discussing the possibility of finishing out the schoolyear, after Spring Break, online. Some will remain closed for an undisclosed amount of time, others may reopen but will encounter low student attendance which may impact their funding. The following is ISEE Technology guidance on how you might handle attendance in this situation.

*Schools (re)opening (after emergency closure) but generating low student attendance.*
Districts/Schools which select to remain open, or (re)open after being closed, and your ADA is be impacted by low student attendance, will need to request/submit a waiver for ADA. Districts may request a waiver to Pam Brewer (pbrewer@sde.idaho.gov) Financial Specialist, Sr.

33-1003A. CALCULATION OF AVERAGE DAILY ATTENDANCE. In computing the average daily attendance the entire school year shall be used except that the twenty-eight (28) weeks having the highest average daily attendance, not necessarily consecutive, may be used. When a school is closed, or if a school remains open but attendance is significantly reduced because of storm, flood, failure of the heating plant, loss or damage to the school building, quarantine or order of any city, county or state health agency, or for reason believed by the board of trustees to be in the best interests of the health, safety or welfare of the pupils, the board of trustees having certified to the state department of education the cause and duration of such closure or impacted attendance, the average daily attendance for such day or days of closure or impacted attendance shall be considered as being the same as for the days when the school actually was in session or when attendance was not impacted. A decision by the state department to disallow such a consideration shall be subject to appeal to the state board of education.
**Schools closing for an extended amount of time.**

Districts/Schools closing this week, and remaining closed past Spring Break, need to report District Calendars [emergClosureTime] for the days closed due to COVID-19 and then should either not report student attendance records (or report 0.0 day of attendance) in the Student Daily Attendance file for each day not in session. Districts who select to close for an extended amount of time, will also need to request/submit a waiver for instructional hours. Districts may request a waiver to Tim Hill (tdhill@sde.idaho.gov) Deputy Superintendent and cc Peter McPherson (pmcpherson@sde.idaho.gov) Chief of Staff.

Idaho Code 33-512(h) The state board of education may grant a waiver of the minimum number of instructional hours for a school district when districtwide school closures are necessary as a result of natural occurrences creating unsafe conditions for students. A county or state disaster declaration must have been issued for one (1) or more of the counties in which the school district is located. A waiver request to the state board of education must describe the efforts by the school district to make up lost instructional hours, the range of grades impacted, and the number of hours the school district is requesting be waived.

All districts/charters can wait to send in their ADA waivers when closures have ended and attendance resumes to normal levels. Public School Finance will begin to resolve issues after the ISEE May data submission with the hope that COVID-19 has subsided. Districts will be able to send in a spreadsheet or an email noting all dates that were impacted.

**Schools switching to an online/virtual platform**

The same guidelines would apply for schools/districts that are already in online status. A school/district would need to determine how best to report the student attendance to ensure they are properly indicating how much funding they need to receive for that each student.

One option might be to use student participation/progress/performance to determine/convert/calculate attendance.

Another might be to use online time. This may not be an option if you aren’t tracking it. The ADA would still need to be reported just as it is, in order to determine how the state is to fund them for that students enrollment.
33-1003C. SPECIAL APPLICATION — TECHNOLOGICAL INSTRUCTION. In order to acquire and maintain technology for individualized computer and/or distance learning programs, a school district may use students’ documented contact hours on individualized computer education or distance learning programs in determining the district’s average daily attendance, whether the student is actually in the computer lab or distance learning center, or has logged on to the computer from another location.

33-1619. VIRTUAL EDUCATION PROGRAMS. School districts may offer instruction in the manner described for a virtual school in section 33-5202A, Idaho Code. For programs meeting such definition, the school district may count and report the average daily attendance of the program’s students in the manner prescribed in section 33-5208(10), Idaho Code. School districts may also offer instruction that is a blend of virtual and traditional instruction. For such blended programs, the school district may count and report the average daily attendance of the program’s students in the manner prescribed in section 33-5208(10), Idaho Code. Alternatively, the school district may count and report the average daily attendance of the blended program’s students in the same manner as provided for traditional programs of instruction, for the days or portions of days in which such students attend a physical public school. For the balance of days or portions of days, average daily attendance may be counted in the manner prescribed in section 33-5208(10), Idaho Code.

33-5202A. DEFINITIONS. As used in this chapter, unless the context requires otherwise:
(11) "Virtual school" means a school that delivers a full-time, sequential program of synchronous and/or asynchronous instruction primarily through the use of technology via the internet in a distributed environment. Schools classified as virtual must have an online component to their school with online lessons and tools for student and data management.

33-5208. PUBLIC CHARTER SCHOOL FINANCIAL SUPPORT. Except as provided in subsection (10) of this section, from the state
educational support program the state department of education shall make the following apportionment to each public charter school for each fiscal year based on attendance figures submitted in a manner and time as required by the department of education:

(10) (a) Each student in attendance at a public virtual school shall be funded based upon either the actual hours of attendance in the public virtual school on a flexible schedule, or the percentage of coursework completed, whichever is more advantageous to the school, up to the maximum of one (1) full-time equivalent student.

(b) All federal educational funds shall be administered and distributed to public charter schools, including public virtual schools, that have been designated as a local education agency (LEA), as provided in section 33-5203(8), Idaho Code.

Hopefully this information will help you with your ISEE data reporting decisions.

Stay safe and thank you for all you do!

Todd M. King

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