

FY 2010 Arizona Online Instruction (AOI) Business Rules

Version 57

Purpose

The purpose of this document is to describe the business rules for Arizona Online Instruction (AOI) formerly known as Technology Assisted Project Based Instruction (TAPBI).

Applicable statutes

15-901

15-808(F)

Business Rule Statements

The Legislature amended A.R.S. 15-808 language for the Technology Assisted Project Based Instruction (TAPBI) program. This document will address the new business rules affecting Student Detail processing of data and funding.

Business Rules/Changes

Reporting of Data

- Technology Assisted Project Based Instruction (TAPBI) will now be called Arizona Online Instruction (AOI).
- AOI schools will no longer be required to submit an LEA calendar.
- For enrollment reporting purposes, a calendar track of "0" should be submitted in place of an actual calendar track
- Students shall be enrolled in an AOI school with an enrollment type of "T".
- Students enrolled in an AOI school do not incur absences for purposes of section 15-901. Therefore, absences will no longer be accepted for students enrolled with an enrollment type "T".
- For student enrolled in an AOI school, the FTE shall be submitted in accordance with ARS 15-901, ARS 15-808
- For students enrolled in an AOI school, participation in instructional time during any hour of the day any day of the week from July 1 to June 30 may count toward the AOI calculation of Average Daily Membership.
- Instructional time shall be reported to ADE in the form of minutes of attendance.
- An AOI school shall submit student attendance transactions to SAIS. These transactions will report minutes attended (participated) in an AOI school over a period of time. The rules for submitting attendance are as follows:

- The attendance transaction may be submitted for any individual day a student has participated in instructional time.
- The attendance transaction may also be submitted for a date range of any Sunday through Saturday inclusive.
- If submitting a date range the student must have participated in instructional time for each day in the date range. SAIS will assume that every day in the date range will have the same number of minutes of instruction. For example; if a student logged on Sunday, Monday and Saturday, the attendance can be reported with one transaction per day or one transaction covering Sunday and Monday with the total number of minutes participated for those days and a second transaction covering Saturday. One weekly transaction should not be reported in this scenario since the student did not participate each day of the week and it will reduce the student's average daily instructional time, which is used to compute the student's Average Daily Membership.
- Attendance transactions can be submitted for any day July 1 through June 30.
- Required Annual Instructional Hours:
 - Required Annual Instructional Hours for Kindergarten and grades 1 through 8 are as specified in ARS 15-901 and are not changed for AOI.
 - Required Annual Instructional Hours for grades 9-12 for an AOI school shall be 900 hours instead of the 720 required for traditional schools. A.R.S. 15-808 (F)

Cleanup required by IT (Since data has been submitted for FY 2010 prior to implementation of these business rules, a cleanup is required.)

- All calendar tracks other than zero for students enrolled in and participating in an AOI school shall be changed to zero for FY 2010.
- Any and all absences submitted for FY 2010 for students enrolled in and participating in an AOI school shall be permanently removed from SAIS.

ADM Calculation Summary

ADM may not be calculated on the 40th day or 100th day of instruction. Thus, ADM must be calculated on an annual basis. However, calculating ADM on an annual basis will result in a low ADM value at the beginning of the year followed by an upwards ramp to the actual ADM at the end of the year. This ramp up of the ADM violates a Payment System requirement that the ADM remain nearly constant. This is required so that the Payment System can divide the annual payment amount into 12 equal payments. The Payment System does allow for small variations in ADM from month to month, but an ADM that goes from 0 (zero) at the beginning of the year to 1.0 (one) at the end of the year won't allow the Payment System to generate 12 equal payments. This will result in cash flow problems for charter schools. The ADM must be calculated for the portion of the enrollment completed. The ADM calculation will generate an estimate of the annual ADM calculation.

With AOI ADM being calculated on an annual basis, a new annual Reporting Period shall to be created in Student Details. Memberships Days shall be set to ADM times 100. This is required so that a day in the annual reporting period will have the same weight as a day in reporting periods 1 or 2.

Note that the annual reporting period membership days can be converted to Period 1 and Period 2 membership days by multiplying the annual membership days by 0.40 (40%) and 0.60 (60%) respectfully during the ADM Data Push File Generation so that importing and reporting of ADM doesn't have to be changed in Student Counts.

Average Daily Membership (ADM)

- Students enrolled in and participating in an Arizona Online Instruction school may generate an average daily attendance of 1.0 for attendance hours during any hour of the day, during any day of the week and at any time between July 1 and June 30.
- A students calculated ADM for an AOI school may not exceed 1.0
- For grades KG through 8, Average Daily Membership shall be calculated by dividing the total instructional time in the daily log and submitted to SAIS by the required annual instructional time per ARS 15-901.
 - Required annual Instructional time for grades KG through 8 per ARS 15-901:

Grade Range	Instructional Hours Required for the Year	Required Minutes
KG	346	20,760
1-3	712	42,720
4-6	890	53,400
7-8	1068	64,080

- For grades 9 through 12, Average Daily Membership shall be calculated by dividing the total instructional time in the daily log and submitted to SAIS by the required annual instructional time per ARS 15-808(F).
 - Required annual instructional time for grades 9 through 12 per ARS 15-808(F):

Grade Range	Instructional Hours Required for the Year	Required Minutes
9-12	900	54,000

- For grades KG through 12, the Required Instructional Time shall be calculated by multiplying the Average Daily Required Instructional Time by the number of days of attendance not to exceed the Required Annual Instructional Time.
 - Average Daily Required Instructional Time for grades KG through 12 per ARS 15-808(F):

Grade Range	Average Daily Required Instructional Time
KG	119 minutes
1-3	238 minutes
4-6	297 minutes
7-8	356 minutes
9-12	300 minutes

ADM Calculation Rules

- Since AOI schools don't have a 40th or 100th day for ADM calculation, an AOI school shall be eligible for ADM aggregation on September 1st (9/1) of the fiscal year.
- ADM Aggregation shall not be run for any AOI school prior to September 1st (9/1) of the fiscal year.
- AOI Aggregation shall run on all AOI students that have an enrollment begin date before or equal to the Run Date.
- If an AOI school is part of a LEA that has other non-AOI schools, the LEA will not be eligible for aggregation until all schools have reached their 40th or 100th day plus 13 week days (AKA ADE Business Days) or September 1st (9/1) of the fiscal year whichever is later.
- AOI students/schools shall be excluded from concurrency (FTE apportionment).
- All enrollments are assumed to be valid unless invalidated by ADE.
- In order to fit AOI ADM calculation into the existing ADM Membership Interval reporting, an Annual Reporting Period shall be used to store all membership days in a single reporting period. The annual reporting period begins on the first day (7/1) of the fiscal year and ends on the last day (6/30) of the fiscal year.
- ADM Membership Intervals shall be determined in the normal fashion by the enrollment interval and changes in grade level, submitted FTE, DOR, etc.

- Run Date is the date that statewide processing began or the date that 15-915 processing began and is constant until processing ends for all entities being processed. If the Run Date is after the end of the fiscal year (6/30), the Run Date shall be the last day (6/30) of the fiscal year. The Run Date is used to determine the ending date of various intervals defined below.
- The Run Date shall also be used to determine the eligibility of the LEA for ADM aggregation. Thus, an AOI only LEA wouldn't be eligible until 9/1 and a LEA with Non-AOI schools wouldn't be eligible until all their schools except 3-day schools have reached their 40th or 100th day plus 13 week days (AKA ADE Business Days).
- Enrollment Interval (EI) includes all the days between the begin date and the end date inclusive where the begin date is the School Membership Entry Date and the end date is the School Membership Withdrawal Exit Date if one exists, otherwise the end date is the last day (6/30) of the Annual Reporting Period. Any School Memberships that start after the Run Date are excluded.
- Grade Interval (GI) is the portion of the Enrollment Interval that has been completed for a Grade where the begin date is the Grade Membership Start Date and the end date is the earlier of the Grade Membership End Date or the School Membership Withdrawal Exit Date. Any Grade Memberships that start after the Run Date are excluded.
- ADM Membership Interval (MI) includes all days between the start date and the end date inclusive (end date – start date + 1) where the start date is the date that caused the membership interval to be created (School Membership Entry Date or the date that the grade level, submitted FTE, DOR, etc. changed) and the end date is the earliest date between the Run Date, School Membership Withdrawal Exit Date if one exists, the day before the next grade level, submitted FTE, DOR, etc. changed or 6/30 of the fiscal year.
- Instructional Time (IT) is the sum of the attendance time (minutes) that was submitted within the ADM Membership Interval. If the attendance time was submitted for a range of days and one or more of the days are outside the ADM Membership Interval, only those attendance days within the ADM Membership interval shall be counted.
- Instructional Days (ID) is the number of days that attendance time (minutes) was submitted within the ADM Membership Interval. If the attendance time was submitted for a range of days and one or more of the days are outside the ADM Membership Interval, only those days within the ADM Membership interval shall be counted.
- Required Instructional Time (RIT) is the required instruction time for the ADM Membership Interval. If the Grade Interval doesn't have an end date and the Instructional Time is less than the Required Annual Instructional time and the Run Date is before the end of the fiscal year, Required Instructional Time is calculated as the Instructional Days times the Average Daily Required Instructional Time for the Grade. Otherwise, Required Instructional Time is the Required Annual Instructional Time for the Grade.
- Initial Adjusted ADM for an ADM Membership Interval is calculated by dividing the Instructional Time by the Required Instructional Time. If the ADM exceeds 1.00, set the ADM to 1.00.

- Total Adjusted ADM is the sum of the Initial Adjusted ADM of all ADM Membership Intervals for the given Enrollment Interval.
- Proportional Adjusted ADM (ADM) is the ADM for the Membership Interval and is calculated as the Initial Adjusted ADM divided by the Total Adjusted ADM if the Total Adjusted ADM is greater than 1.00. Otherwise it's the Initial Adjusted ADM.
- ADM Membership Days (MD) is the ADM for the ADM Membership Interval times 100. The number 100 is used in order to make the Membership Days compatible with Reporting Periods 1 and 2. Note that the membership days can exceed the actual number of days in the ADM Membership Interval.
- The ADM Membership Interval absence days is always 0 (zero) and the ADM Membership Interval ADA is the same as the ADM since AOI students don't incur absence days.
- Average Instructional Time (AIT) is only calculated if the Instructional Time is less than the Required Annual Instructional Time. It is calculated as the Instructional Time divided by the Instructional Days.
- Full Time Funding (FTF) Status is TRUE if the Instructional Time meets or exceeds the Required Annual Instructional Time. If the Instructional Time is less than the Required Annual Instructional Time and the Average Instructional Time meets or exceeds the Required Daily Instructional Time, Full Time Funding Status is TRUE; otherwise the Full Time Funding Status is FALSE. For NON-AOI students the Full Time Funding Status is NULL.

State Aid

- The Full Time Funding (FTF) Status shall be passed on to the Student Counts tables as a grouping factor similar to Grade and Register and other grouping factors through the ADM Data Push. The Student Counts ADM reports shall be modified to report the grouping of ADM by FTF status. The Payment Systems (APOR and CHAR) shall be modified to extract the ADM from Student Counts by FTF status so that the BSL adjustment factor (0.95 Full-Time, 0.85 Part-Time and 1.0 non-AOI) can be determined.
- Capital Outlay Revenue limit (CORL), Soft Capital Allocation Limit (SCAL) and Additional Assistance will be calculated the same as if the student were enrolled in a traditional school district or charter school.
- The Base Support Level (BSL) will be adjusted for all students enrolled in an AOI school.
 - Full Time Funding: Students that meet the Annual required hours **or** the required average daily instructional time for AOI will be adjusted to 95% of BSL.
 - Part Time Funding: Students that do not meet the required annual hours and do not meet the average instructional time shall be limited to 85% of BSL.