

Frequently Asked Questions - Reporting Distance Learning %

2/4/2021

This is an updated version of [the FAQ document published in the fall](#). References to reporting for the first 40 days and the Enrollment Stabilization Grant program have been removed and details of reporting for the entire school year have been added.

School districts and charters are required to report the percentage of FY 2021 scheduled instructional time that is distance learning for students that are reported as non-AOI students. The required percentage is calculated by dividing the total scheduled instructional time that is distance learning by the total scheduled instructional time for non-AOI students.

Districts and charters must report this information for two separate periods this year: the first 40 days and the entire school year (due after the last day of instruction for all LEAs and due by 4/16/2021 for LEAs that would like to have the distance learning adjustment updated by May 1st).

This document answers frequently asked questions about reporting the percentage of instructional time for non-AOI students that is distance learning.

Related Resources

- [School Finance – Guidance on Executive Orders](#)
- Webinar [slides](#) and [video recording](#) explaining Distance Learning % and adjustment
- Link to [Distance Learning Report](#)

How to Submit the Distance Learning Report

Where is the distance learning file on the ADE website?

The distance learning report file may be downloaded from the distance learning Hot Topic published on the School Finance website.

Where do we go to submit our percentage of distance learning time?

Districts and charters must upload the completed distance learning file via Common Logon on the ADE website at www.ade.az.gov/CommonLogon. This is the same process that is used to upload budgets and AFR files. Please select file type "Distance Learning Report - Actual."

I need to change my Distance Learning report. How do I resubmit?

All previously-submitted distance learning reports were archived at the end of January and it is now possible to submit an updated distance learning report that reflects distance learning for the entire school year. If you need to make a change after submitting an updated distance learning report, first email SFBudgetTeam@azed.gov and ask that the previously-submitted report be archived. After you receive an email back confirming that the previously-submitted report has been archived, it will be possible to upload the new report following the same process as for the first copy.

Who should we contact for assistance uploading the completed report?

Please email SFBudgetTeam@azed.gov for assistance uploading the completed report.

General Questions About Distance Learning

What documentation is needed to track the % of instruction that is distance learning?

The [School Finance – Guidance on Executive Orders](#) published in July requires that districts and charters specify in the Distance Learning Plan the method(s) that will be used to track attendance while students are in distance learning and be able to track scheduled distance learning hours by student to determine the percentage of total instruction that is distance learning. While there is not a specific format or form required, districts and charters should be able to show how distance learning was tracked and how the reported distance learning % was calculated.

Should districts and charters include all days in distance learning, even those days that districts and charters were not allowed to open based on the Governor’s Executive Order?

Yes, all days in distance learning should be included in the calculated distance learning percentage.

If students had the option to come back to in-person learning, but chose not to come back, are they still counted as distance learning?

Yes, students should be reported as in distance learning for all days in distance learning, even if the option to attend in-person was available.

Is this report by district or by schools?

Distance learning is reported at the district or charter holder level.

Does paper packet work count as distance learning for this report?

Yes, any alternative to in-person classroom instruction provided in accordance with an approved distance learning plan should be considered distance learning for the purpose of reporting the % of instruction that was distance learning.

Should Arizona Online Instruction (AOI) students be included in the distance learning report?

No, the reported percentage of instruction that was distance learning is for non-AOI students only.

Do we count Distance Learning beginning on August 17th or from the first day of instruction?

The first day of instruction for non-AOI students is the start date for the distance learning calculation. The report submitted for the entire school year should reflect the percentage of all instructional days that were distance learning.

Calculating Distance Learning %

How do you determine the student number?

For the purpose of reporting distance learning on Friday, November 13th, any student included in the districts 100th day ADM (or 220th day ADM for LEAs that offer 200 days of instruction) should be included in the calculation.

Do students who were on-site for on-site support services count as in-person or distance learning if instruction with their teacher was online?

Students should be reported as in distance learning while receiving on-site support services for distance learning. Students should not be reported as in distance learning while receiving in-person classroom instruction from the student’s teacher.

If 100% of students are distance learning, is it still necessary to submit the distance learning report?

Yes, the distance learning report should be submitted even if 100% of instruction was distance learning. If 100% of instruction was distance learning for all students, it is only necessary to populate one cell in the report, the overall distance learning percentage, and add district/charter information to the top of the form.

District Name	County	CTD Number
FY 2021 DISTANCE LEARNING %		
School districts and charters are required to report the percentage of FY 2021 scheduled instructional time that is provided through distance learning for students that are enrolled in brick and mortar schools and reported as non-AOI students. Distance learning percentage is calculated by dividing the total scheduled instructional time that takes place through distance learning for non-AOI students by the total scheduled instructional time for non-AOI students for the fiscal year. The exact calculation will vary based on each district’s or charter’s approach to distance learning (see Instructions). Districts and charters should choose one of the two options below to report distance learning percentage.		
Option 1 - REPORT OVERALL DISTANCE LEARNING % FOR ALL STUDENTS		<input type="text"/>
If the percentage of instructional time in distance learning was NOT materially different for groups of students that are assigned unique funding weights in the state aid formula (for example, if all students enrolled in brick and mortar schools participated in distance learning on the same days), an overall distance learning percentage should be reported. It is not necessary to provide any additional information if an overall distance learning percentage is reported.		

If using the Option 1 box, do districts and charters still need to put in our K-8 and 9-12 non-weighted student count?

No, if an LEA reports an overall distance learning percentage for all students under Option 1, it is not necessary to report any additional information, aside from identifying information for the district/charter at the top of the form. It is only necessary to report using one of the two options.

Are we to use the most recent ADM Reports (ADMS46-1, SPED28, etc) to complete the distance learning worksheet?

Any student that generated ADM should be included in the distance learning calculation. The ADM15 report in AzEDS can be used to identify the specific students that are included in ADM counts. Payment system reports (APOR55/CHAR55) will show total 100th or 200th day ADM.

Does this affect a 200-day calendar year or 144-day calendar (4-day/week) for calculation?

All districts and charters are required to submit a report indicating the % of all instruction that was distance learning for the school year. For most districts and charters, this will be the percentage of 180 days that were distance learning, however it will be the percentage of 200 days for those with 200-day calendars and the percentage of 144 days for districts and charters with 4-day calendars.

Examples of Calculating Distance Learning % for Specific Scenarios

Please reference the [FAQ document published this fall](#) for examples of how to calculate distance learning for specific scenarios and groups/cohorts of students. Additionally, for districts and charters with more complex distance learning models, if it is easier to calculate distance learning % based on district/charter student-level data rather than using cohorts, districts and charters are able to calculate that way as well.

Distance Learning Adjustment

When will districts and charters report the distance learning percentage for the full academic calendar?

After the last day of instruction for the school year except that districts and charters should report by 4/16/2021 to have the distance learning adjustment updated by the May 1st payment

When will the reduction to funding from the DL % report take place?

The initial adjustment to funding for distance learning based on the report submitted in November was applied on January 1st. The adjustment amounts will be updated in advance of the May 1st payment for any distance learning reports submitted by 4/16/2021 and finalized at the end of the year.