2020-2021 Pupil Accounting Checklist

This document is meant to provide general guidance to help maximize pupil membership in the upcoming school year. Please contact your ISD Auditor(s) for in depth guidance regarding how pupil membership requirements can be met under your specific instructional plans.

Note: Direction provided is reflective of current statute and may be subject to change per legislative action and guidance from MDE.

Checklist by Timeline for Virtual Learning 5-O-D

Early Summer 2020:

+ Review current board approved courses.
+ If courses (virtual and other) are being considered for the 2020-2021 school year are not currently approved, approval will be necessary.
+ Districts add a statement to the course catalog that allows instruction of all courses listed in the catalog as traditional/seated courses to be adapted for delivery in a virtual format (see sample in resources below).
+ Board approval of the course catalog should occur after all amendments are included.
+ For virtual courses offered through the MVU statewide catalog or the district catalog of online courses, the district must have a link to the MVU statewide catalog and the vendor catalog on the district website.
  **Linking the catalogs after approving the offered courses satisfies the requirement to provide a listing of approved courses to the public.

Late Summer 2020:

+ Complete student enrollment.
+ Ensure courses are properly identified in SIS (virtual).
+ Finalize student schedules.
+ Determine district best practices for tracking participation in virtual courses.
+ Train mentors.
+ Train teachers of record.
+ Bring questions to auditors.

Early Fall 2020:

+ Review mentor logs.
+ Bring concerns to auditors.
+ Retrain mentors.
+ Retrain teachers of record.

5-O-A - Distant Learning (this is not virtual learning but another method to provide instruction)
Students are doing live instruction via zoom, google classroom, etc with their certified teacher with the teacher providing the instruction as if they were in the classroom (FACE TO FACE) – JUST TAKE ATTENDANCE in your SIS (this is not considered virtual learning) Students could be in the school, in various classrooms and can still use this method for instruction. Using the classroom method, you would need an adult present in the classroom but the adult does not need to be an employee of the district but it can be. It could be a parent, etc as long as they are over 18 and minimually, a background check should be completed. Having an adult present in the classroom protects the district from having students unsupervised.

Checklist for Virtual Learning Types 5-O-D

No Face to Face Instruction - Students not in the Building

- Each Course identified on the student schedule as a virtual course.
- Teacher of Record identified for the course.
- Mentor (certified teacher or professional employee of the district) attached to each student / not each course.
- NO physical daily attendance is required for membership purposes.
- Mentor will be responsible for properly documenting two-way weekly communication with assigned students.
   -OR-
- Mentor/Teacher of Record gathers count day documentation that proves participation for virtual learners.
- All students (K-12) are required to have a current EDP on file if taking more than two virtual courses (must be started as of count day).
- Parent permission form (sample available in resources) is required for any student under the age of 18 taking a virtual course.
- Sequential learners shall have the timeline for starting and completing courses attached to their current EDP.

Partial Face to Face Instruction - Students Present in Building Part Time with Virtual Course Schedule

- Each Course identified on student schedules as a virtual course.
- Teacher of Record identified for the course.
- Mentor (certified teacher or professional employee of the district) attached to each student / not each course.
- NO physical daily attendance is required for membership purposes.
   ** Attendance can be taken for school safety reasons when on-site.
- Mentor will be responsible for properly documenting two-way weekly communication with assigned students
   -OR-
- Mentor/Teacher of Record gathers count day documentation that proves participation for virtual learners.
- All students (K-12) are required to have a current EDP on file if taking more than two virtual courses (must be started as of count day).
- Parent permission (sample available in resources) form is required for any student under the age of 18 taking a virtual course.
- Sequential learners shall have the timeline for starting and completing courses attached to their current EDP.
- Schools are allowed to add additional requirements for virtual learners such as being required to attend the school building at certain times/days of week, participation in synchronous activities, onsite participation in labs, etc.

Additional Resources:

Suggested Sample Parent Permission Form (this is just a sample and you do not have to have a separate form...the permission can be part of your enrollment form as many are doing)

Sample K-6 EDP
Pupil Accounting Manual
Statewide Course Catalog

Sample Course Catalog Statement for districts to add: For the 2020-21 school year, the board of education will allow instruction of all courses listed in the course catalog as traditional/seated courses to be adapted for delivery in a virtual format.