



STUDENT SUPPORT SERVICES CANUTILLO A Premier District

Executive Summary

To: Board of Trustees and Interim Superintendent Dr. Arellano

From: Dr. Monica Reyes, Executive Director of Student Support Services

Date: July 25, 2025

Re: Approval of the Optional Flexible School Day Program (OFSDP) Application for the 2025-2026 school year.

The following is the Optional Flexible School Day Program (OFSDP) Application for the 2025-2026 school year.

Agenda Summary:

The Opportunity Academy (TOA) opened eleven years ago during the 2014-2015 school year. From its inception, TOA has given Canutillo High School students the opportunity to stay in the Canutillo District and continue their education through a non-traditional setting. TOA also gives student leavers an opportunity to return and complete their high school credits to graduate from Canutillo High School.

Benefits:

We have helped students earn over 725 credit recovery courses during the past four school years with 19 students completing the program and receiving their high school diploma this past school year. Our goal continues to extend an invitation for more students to complete their graduation requirements at The Opportunity Academy.

Street Address:
7000 Fifth St
Canutillo, TX 79835

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7650
F: (915) 877-7645
canutillo.isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing educational services, activities, and programs, including extracurricular activities, to its students. For more information, please contact the District's Equal Opportunity Officer at (915) 877-7645.

Texas Education Agency



APPLICATION

Updated May 2025

Optional Flexible School Day Program (OFSDP)

2025-2026

School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the [TEC, §29.0822](#), if the student is:

- at risk of dropping out of school, as defined by the [TEC, §29.081](#),
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the [TEC, §29.908](#), P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#), or
- not meeting attendance requirements under the [TEC, §25.092](#), resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. The board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two). Please note that, pursuant to [TAC 129.1027](#), a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. Students enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.

Assessment

The student must take the required state assessments specified under the [TEC, §39.023](#), during the regularly scheduled assessment calendar.

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the [TEC, §29.0822](#), may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

CANUTILLO INDEPENDENT SCHOOL DISTRICT
(Legal Name of School District or Open-Enrollment Charter School)

located at

7965 Artcraft, El Paso, TX. 79932
(Physical Address)

hereinafter referred to as "district."

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix Five**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Each provision marked with an "X" below is hereby attached and incorporated by reference as part of this document:

- ☒ Appendix One, Assurances
- ☒ Appendix Two, Board Approval
- ☒ Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- ☒ Appendix Four, District Contacts
- ☒ Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-8916.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix Five should be at least thirty (30) days after the application is submitted.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name	<u>Dr. Jesica Arellano</u>	<u>Authorized Signature</u>
Typed Title	<u>Interim Superintendent of Schools</u>	

Appendix One **Assurances**

The definition of the terms of the application applies to Appendix One, Assurances. The school district or open-enrollment charter school, hereinafter called “district,” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the [TEC, §29.081](#); or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); or
 - the student, as a result of attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled.

and

2. there is an agreement in writing to the student's participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance, including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the [Student Attendance Accounting Handbook](#).

8. to comply with all reporting requirements established by the TEA;
9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

AGREED and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Armando Rodriguez, Board President, (915) 877-7444
Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Jesica Arellano, Interim Superintendent of Schools, (915) 877-7444
Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Two
Board Approval

The definition of terms of the application applies to Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.
2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: August
Day: 19
Year: 2025
Time: 5:30 pm
Location: 7965 Artcraft, El Paso, TX. 79932

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Armando Rodriguez, Board President, (915)877-7444

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Jesica Arellano, Interim Superintendent of Schools, (915) 877-7444

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Three

Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit a separate PDF document to concisely provide the information below, labeled with the corresponding number, for Appendix Three. Only responses in the specified format will be accepted. Do not submit any other documents in place of Appendix Three. All information requested must be included with this form and should be reviewed by the District PEIMS Coordinator prior to submission. If a question does not apply, please indicate "N/A" next to its number.

1. Describe the program goals and objectives. ***Note:** Pursuant to TAC 129.1027, a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.*
2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times courses are available.
3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtains student and parental consent for OFSDP participation.
5. Indicate the estimated number of OFSDP students that will be served per teacher.
6. **If** the OFSDP program will offer special education, career and technology education, pregnancy-related services, or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the [Student Attendance Accounting Handbook](#).
7. OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. **NOTE:** Absences and days present do not exist in the OFSDP

Explain the following:

- a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
- b. How the district will ensure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
- c. How will the district ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. ***Note:** It is recommended that the district apply the following formula to determine the maximum OFSDP*

minutes a student is eligible = (Calendar School Days - Traditional Days Present) x 240.

- d. How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.
 - e. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the [Student Attendance Accounting Handbook](#).
 - f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.
8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.
9. If students are attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2):
- a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status, and the name of the accrediting agency.
 - b. Indicate how students will be offered or provided referrals for mental health services.
10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §29.081 (e-2):
- a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Provide the location and a brief description of the in-person student engagement center.

Appendix Four District Contacts

The definition of terms of the application applies to Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contacts for the Application

District/Charter School Superintendent:	Dr. Jesica Arellano
Mailing Address:	7965 Artcraft
City, State, Zip Code:	El Paso, Tx. 79932
Telephone Number:	(915)877-7444
Email Address:	jarellano@canutillo-isd.org

District PEIMS Coordinator:	Karina Anchieta Esparza
Email Address:	kanchieta@canutillo-isd.org

OFSDP Contact Name:	Dr. Debra Kerney
Email Address:	dkerney@canutillo-isd.org

OFSDP Contact Name:	Dr. Monica Reyes
Email Address:	mreyes@canutillo-isd.org

NOTE: Most of the contact for the approved OFSDP is done via email. Valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five

Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

***All file names should include the district/charter school’s name**



CANUTILLO INDEPENDENT SCHOOL DISTRICT

#BestSmallDistrictinTexas

Appendix Three

1. Program Goals and Objective

- The purpose of the Opportunity Academy (TOA) is to accommodate our dropout students that may have the following:
 - challenges in a traditional educational setting
 - are now parents and need to work
 - at-risk students that have been denied credit for classes due to failed attendance requirements in a traditional setting
 - did not complete high school within their graduation cohort
 - have not succeeded in obtaining the academic credits required to graduate
- The Opportunity Academy (TOA) offers an innovative instructional model, which will provide students:
 - a flexible schedule to work independently
 - earn high school credits
 - prepare for state exams and
 - graduate
- Students are responsible for their own learning; however, students are provided one-on-one assistance when necessary. Students take an active role in setting their personal goals when interviewed for The Opportunity Academy through the Student Success Team. This approach is also self-paced with clear quantifiable objectives. TOA implements Computer Based Instruction and employs the Edmentum Learning Online Curriculum Program that has been aligned to state and national learning standards. Students will be accessing the online curriculum at the Lone Star Building campus, under the instruction of the teacher of record.

2. Schedule

- 180 School Instructional days, August 4, 2025 - May 28, 2026 (Monday thru Friday, 8:00 am - 4:30 pm)
- Summer Credit Recovery classes (Monday thru Friday, 8:00 am - 4:30 pm)

3. Staff Positions/Personnel & Qualification Standards

- Dr. Monica Reyes *Executive Director of Student Support Services 8 am – 5 pm Monday – Friday*
 - Facilitate and direct TOA program. Examine student data and award earned credits.
 - Meet with students during the intake process and throughout their continued participation in the program.
- Angelina Cardiel *Supplemental Services Educator 8 am – 4:30 pm Mon. – Fri. 6 pm – 8 pm Mon. – Thurs.*
 - Co-facilitate meetings with parents, staff, and students. Prepare student data, review transcripts, and evaluate credit criteria.
 - Calculations of credit loss due to attendance.
 - Meet with students during the intake process and throughout their continued participation in the program.
 - Facilitate access rights to curriculum program.
 - Maintain student online curriculum program data.
 - Communicate students' progress with stakeholders such as counselors and administration, systematize credits earned.
 - Enter grades in Gradebook for Progress Report and Report Card based on specified criteria.
 - Implement and monitor procedures. Actively monitor TOA students assuring that all students remain on task within their assigned lessons.

Street Address:
7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7481
F: (915) 877-7522
canutillo-isd.org



Texas Education Agency A-Rated Three Years in a Row.

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso, TX 79932.

- Provide academic intervention to students as needed in appropriate subject areas.
 - Provides services to include individual and/or group tutoring.
 - Administering of checking out and in of lab supplies from students: headphones, calculators, etc.
 - Responsible for developing various interesting teaching methods and instructional methods that are beneficial to the students.
 - Facilitate access rights to curriculum program. Maintain student online curriculum program data. Communicate students' progress with stakeholders such as counselors and administration, systematize credits earned. Enter grades in Gradebook for Progress Report and Report Card based on specified criteria.
- **Lluvia Rivera At-Risk Aide 8:00 am – 4:30 Monday – Friday**
 - Take attendance daily. Document and inform SES supervisor of excessive tardiness and absences.
 - Provide essential supervision to the students in educational requirements.
 - Provide life skills to integrate into the community to become successful and self-sustained both inside and outside of the educational setting.
 - Provide academic intervention to students as needed in appropriate subject areas.
 - Provides services to include individual and/or group tutoring.
 - Facilitate access rights to curriculum program.
- **Robert Radecki, DAEP counselor, 7:30 am - 4:00 pm Monday - Friday**
 - Evaluate transcripts for cohorts prior to 2024.
 - Evaluate student's testing history.
 - Determine student's eligibility for Individual Graduation Committee for cohorts prior to 2024.
 - Provides supervision to the student's plan of courses to be taken.
- **Canutillo High School Counselors, 8:00 am - 4:30 pm Monday - Friday**
 - Refer students to TOA program
 - Examine transcripts and provide classes needed.
- **Annette Gonzalez Intervention Specialist 8:30 am – 4:30 pm Monday – Friday**
 - Interview and refer students to TOA.
 - Facilitate meetings with students, parents, counselors, and TOA staff.
 - Meet with students during the intake process and throughout their continued participation in the program.

4. Identifying Students Eligibility

Counselors identify students that are behind on credits, having difficulty attending traditional school hours and environment. A referral to the Intervention Specialist is made. At-risk checklist and documentation is reviewed. Intervention Specialist, Counselor, and campus administrator, then meet to make a decision. At that point parent and student speak with the Intervention Specialist to offer options.

Eligibility/Consent Student/Parental Consent

The Opportunity Academy holds a Student Study Team (SST) meeting for all referred students to the program. Students that attend the Academy and are over the age of eighteen will provide self-consent. Those students eighteen and under will need to have a parent consent form signed. Student and parent (when applicable) will go through possible Social/Behavioral, Health and Academic strengths and deficiencies intake to meet the student's needs. Program regulations and contracts are also provided to students and parents. The SST committee determines the student's credits and goals during the meeting while participating in the TOA program.

5. Estimated TOA Enrollment

The teacher for The Opportunity Academy (TOA) will serve approximately 70 students within the school year, with no more than 1:28 teacher student ratio.

6. Other Services

6a. Special Education. Students who receive special education services will be given instruction and services according to the Individual Education Plan (IEP). As developed through the Admission, Review and Dismissal (ARD) meetings, the TOA teacher who serves as the general education teacher to ensure the IEPs for students are followed. As outlined in the Student Attendance Accounting Handbook, mainstreamed special education services are not reported to generate special education funding.

6b. Career and Technology Education (CTE). TOA implements computer-based instruction and employs the Edmentum Learning Online Curriculum which is aligned to the state and national standards. TOA students are able to take career and technology education courses offered within the Edmentum system to receive course credit. We do not generate contact hours as there is no regularly scheduled direct instruction by a certified CTEA teacher in TOA program.

6c. Pregnancy Related Services (PRS). Our district offers PRS once students are identified. Support services include Compensatory Education Home Instruction (CEHI) during prenatal and postpartum periods, childcare, transportation, counseling services, health services and government referrals in accordance with the Student Attendance Accounting Handbook. The TOA teacher serves as the CEHI teacher for all TOA students identified needing pregnancy related services. On the first day of CEHI instruction, the High School Registrar will remove the student from the TOA Calendar 2 with ADA code 7.

6d. English Language (EL) Services. Our district offers English Language (EL) services within our TOA program. However, the TOA program is not considered an ESL program. The TOA teacher provides services through the English Language Proficiency Standards (ELPS) strategies while delivering content instruction to TOA EL students.

7. Attendance

7a. Daily attendance is recorded in the district's student management system. TEAMS by the TOA classroom teacher for all students enrolled. The teacher of record keeps daily attendance logs with the actual number of student's instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily. The TOA classroom teacher and aide serve approximately a total of 70 students within the entire school year. To comply with the Texas Education Code, at no time are there more than 28 students enrolled per classroom and served at The Opportunity Academy.

7b. If a student attends less than 45 minutes a day, the student will not be reported for funding to the attendance clerk and not be reported to TSDS for that day. The TOA teacher records the student not present in the records to ensure cross-checking.

7c. The High School Registrar enrolls students into TOA Calendar 2 with ADA code 7. The instructional minutes are recorded into TEAMS Optional Flexible School Program Attendance Worksheet by the district PEIMS Specialist. The students will not receive more than 10,800 minutes per course and the maximum OFSDP minutes a student is eligible for is outlined in the following formula $[180 - (\text{Traditional Days Present}) \times 240]$.

7d. To ensure students are not coded in both a traditional and OFSDP instructional program, the High School Registrar enrolls students into TOA Calendar 2 with ADA code 7.

7e. Every six weeks, student daily reports are generated by the district PEIMS Specialist and verified by the Canutillo High School

Attendance Clerk and Principal in compliance with Section 11.6 of the Student Attendance Accounting Handbook. Daily phone calls are

made to students that are absent. Students sign a contract of expectations when they begin to attend TOA. After ten consecutive absences

and repeated efforts to locate the student have been unsuccessful, the student may be dropped (FEA local).

7f. Each six weeks the OFSDP records will be reviewed and certified by the teacher.

8. Credit Recovery Program offered in the Summer

During the summer credit recovery of TOA, we will only enroll eligible students needing to regain course credit that was lost due to insufficient attendance. Daily attendance is recorded in the district's student management system TEAMS, by the TOA classroom teacher for all students enrolled. The teacher of record keeps daily attendance logs with the actual number of student's instructional minutes. In addition, we are using a QR code system for students to sign in and we generate a daily report with the student instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily. The TOA classroom teacher will serve a maximum of 28 students during the summer TOA program.

[Total # of school days X 90% requirement] - Total # of Traditional days present - OFSDP calculated days present (which would be calculated by total # of OFSDP minutes/240 minutes) = # of days needed to recover. The # of days needed to be recovered x OFSDP one day of 4 hours = Total # hours needed to regain course credit that was lost due to insufficient attendance.

If a student attends less than 45 minutes a day, the student will not be reported for funding to the attendance clerk and not be reported to TSDS for that day. The TOA teachers records the student not present in her records to ensure cross-checking. The High School Registrar enrolls students into TOA Calendar 2 with ADA code 7 for the Summer Credit Recovery Program.

Attendance records will be reviewed and certified by the teacher.

9. Community-Based Dropout Recovery Program

TOA students do not attend a community-based dropout recovery education program.

10. Remote or Hybrid Dropout Recovery Program

TOA students do not attend a remote or hybrid dropout recovery program.

Optional Flexible School Day Program (OFSDP) - Appendix 5

071907

CANUTILLO ISD

School Year 2025-2026

Eligibility Designation										School Year Period of Agreement				Summer Period of Agreement			
Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4										Reported in TSDS PEIMS Summer Collection 3 Program start date must be 30 days after application submission. Program end date must not exceed the last day of the regular school calendar.				Reported in TSDS PEIMS Extended Collection 4 **Credit Recovery - Designation 5 Summer period of agreement should not exceed 30 days or extend past July 31st.			
Line Item District and Campus Number	Campus Name	1	2	3	4	5	6	7	Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWTHFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTHFS	Minutes Offered Per Day
	071907001 CANUTILLO H S	1				5			70	8/4/2025	5/28/2026	MTWTWHF	450	6/2/2026	6/11/2026	MTWTWHF	450
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