TEXAS EDUCATION AGENCY

District Name

SAMPLE
of
Optional Flexible School Day Program (OFSDP)
Weekly Contact Hour Register
School Year 2007-2008

County-District-Campus Number

Campus Name

NOTE: This form is a sample that may be used to record daily contact hours for students eligible to participate in the Optional Flexible School Day Program (OFSDP). Refer to the instructions on the reverse side before completing this form. The completed <u>OFSDP Weekly Register</u> should be **retained at the district** for audit purposes. For information about OFSDP contact hours, funding, or compliance, contact the State Funding Division at (512) 463-9238.

Week No. _____   Reporting Period: _____   Dates of Reporting Period: Begins_____   Ends_____

Daily Record of Actual Contact Hours Served

Student SSN or ID	Student's Name	Sunday OFSD	Sunday HS Hrs	Monday OFSD	Monday HS Hrs	Tuesday OFSD	Tuesday HS Hrs	Wednesday OFSD	Wednesday HS Hrs	Thursday OFSD	Thursday HS Hrs	Friday OFSD	Friday HS Hrs	Saturday OFSD	Saturday HS Hrs	Excess Hrs

Typed or Printed Name of Teacher	Date	Signature of Teacher

Instructions for Completing the <u>OFSDP Weekly Contact Hour Register</u>

In order to earn ADA, a student on any given day must attend: (1) at least 45 minutes of OFSDP only instruction, or (2) OFSDP instruction in combination with HS credit instruction for a total of at least 90 minutes. If a student on any given day attends the OFSDP only or the OFSDP in combination with HS credit courses for less than 90 minutes, then no ADA will be earned.

OFSDP contact hours must be recorded daily by the student's OFSDP teacher. If a student is served by more than one OFSDP teacher, then one designated teacher should record the combined contact hours of service provided for the student. The time in which a student receives OFSDP instruction must be reported under the 'OFSDP' column. The time in which a student receives High School credit course instruction must be reported under the 'HS Credit' column.

Week No. - Enter the number of the week in the reporting period.

Reporting Period - Enter the six-week period for which the attendance data are being reported (1-6).

Dates of Reporting Period - Enter the beginning and ending date of the reporting period.

Student's SSN or ID – Enter the student's SSN or state assigned ID

Student's Name - Enter the student's legal name as shown in the attendance system.

Daily Record of Actual Contact Hours Served - The teacher must record the actual number of daily contact hours each student on any given day attends the OFSDP only or the OFSDP in combination with regular attendance and/or special program attendance (High School credit courses). Contact hours above the 45 minute minimum will be calculated in 30-minute increments (i.e., two hours and 30 minutes will equate to 2.50 contact hours, two hours and 29 minutes will equate to 2.00 CHs). Contact hours may not exceed 10.00 on a daily basis for OFSDP only instruction or 12.00 on a daily basis for OFSDP in combination with regular instruction.

Excess Hrs – Enter the number of weekly excess hours.

The teacher MUST sign and date the completed <u>OFSDP Weekly Register</u>.

TEXAS EDUCATION AGENCY

District Name

SAMPLE
of
Optional Flexible School Day Program (OFSDP)
Reporting Period Contact Hour Register
School Year 2007-2008

County-District-Campus Number

Campus Name

> **NOTE: This form is a sample that may be used to record weekly contact hours for students eligible to participate in the Optional Flexible School Day Program (OFSDP).** Refer to the instructions on the reverse side before completing this form. The completed OFSDP Reporting Period Register should be **retained at the district** for audit purposes. For information about OFSDP contact hours, funding, or compliance, contact the State Funding Division at (512) 463-9238.

Reporting Period: _____   Dates of Reporting Period: Begins_____   Ends_____

Weekly Record of Allowable Contact Hours Served

Student SSN or ID	Student's Name	Week x						Week x						Week x						Total	PEG
		OFSD Hrs	HS Hrs	XS Hrs	SPED	SE Setting	PRS	OFSD Hrs	HS Hrs	XS Hrs	SPED	SE Setting	PRS	OFSD Hrs	HS Hrs	XS Hrs	SPED	SE Setting	PRS		

Typed or Printed Name of OFSDP Coordinator	Date	Signature of OFSDP Coordinator

Instructions for Completing the <u>OFSDP Reporting Period Contact Hour Register</u>

In order to earn ADA, a student on any given day must attend: (1) at least 45 minutes of OFSDP only instruction, or (2) OFSDP instruction in combination with HS credit instruction for a total of at least 90 minutes. If a student on any given day attends the OFSDP only or the OFSDP in combination with HS credit courses for less than 90 minutes, then no ADA will be earned.

Special Education Setting - Enter the Special Education setting, if appropriate, using the codes below.

MS – Mainstream	HB – Homebound	HC – Hospital Class	ST – Speech Therapy	RR – Resource Room
SC – Self-Contained	OH – Off Home Campus	VA – Vocational Adj.	DS – Day School	RC – Res. Care & Treatmen

Reporting Period - Enter the period for which the attendance data are being reported (1-6).

Dates of Reporting Period - Enter the beginning and ending date of the reporting period.

Grade - Enter the student's current grade level.

Student's Name - Enter the student's legal name as shown in the attendance system.

Weekly Record of Actual Contact Hours Served - Enter the total number of weekly contact hours for each student that attended the OFSDP only or the OFSDP in combination with regular attendance and/or special program attendance (High School credit courses) from the <u>OFSDP Weekly Registers</u>.

XS Hrs – Enter the excess hours.

SPED – Enter the special education contact hours.

SE Setting – Enter the Special Education setting, if appropriate, using the codes below.

MS – Mainstream	HB – Homebound	HC – Hospital Class	ST – Speech Therapy	RR – Resource Room
SC – Self-Contained	OH – Off Home Campus	VA – Vocational Adj.	DS – Day School	RC – Res. Care & Treatment

CTE – Enter the Career and Technology contact hours.

PRS – Enter the pregnancy related contact hours.

Total - Total the weekly contact hours for each student. The OFSDP Coordinator MUST sign and date the completed <u>OFSDP Reporting Period Register</u>.

PEG – Enter an 'X' or a check mark to indicate the student is receiving a public education grant.