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Optional Flexible School Day Program Attendance Instructions

Many different situations occur in which students are being educated during non-traditional hours, days of the week, or locations within the district. These settings include but are not limited to: optional flexible school day programs. Although it may be determined that a nontraditional education setting is required to better serve the needs of a particular student, for funding purposes that student must meet all the eligibility requirements of the Foundation School Program (FSP) and the non-traditional program.

All student attendance for students participating in the Optional Flexible School Day Program (OFSDP) will be reported to the program and will not be reported in the PEIMS (Public Education Information Management System). Attendance will be reported to the agency once every 6 week reporting period. Sample attendance registers have been provided on this web site. The weekly summary attendance data must be either mailed, faxed or scanned and sent via email to the program administrator. The TEA is working to provide the capability to report this data in PEIMS beginning in the 2008-09 school year.

Students participating in the OFSDP are eligible for special program (special education, career and technology education, bilingual/ESL, etc.) funding provided all requirements of the special programs are met, including service by certified special program teachers.

- A student may not be double counted for ADA while attending both a regular school program and an OFSDP.
- A student may be enrolled only in an OFSDP may be enrolled in an OFSDP in combination with regular attendance and/or special program attendance during the school day.
- A student may only participate in an OFSDP that is operated by the school district in which the student is enrolled.
- The school district must report total instructional contact hours and identify excess hours not eligible for funding purposes.
- A student may attend an OFSDP a maximum of 10 hours of instruction per day.
- A student must attend an OFSDP a minimum of 45 minutes of instruction for attendance to be recorded.
- School districts and open-enrollment charter schools can receive a maximum funding for the equivalent of 1,080 hours of instruction for each eligible participant in a school year.
- To determine attendance for FSP, instructional contact time recorded for the OFSDP will be summed with attendance time in courses toward graduation for each reporting period. Hours for the reporting period will be summed and divided by six hours to report the number of days present rounded down to the nearest half day.
- Instructional time is funded at the same rate under the FSP formulas as attendance for a full-time equivalent student. A full-time equivalent student is expected to have 1,080 contact hours per year.

For a student only enrolled in an OFSDP, the following funding rules apply.

- A student is counted as in attendance based on the actual number of hours each school day the student receives instruction in the OFSDP and/or traditional classes toward graduation requirements.
- A student must receive instruction in the OFSDP (or OFSDP in combination with traditional coursework) at least 45 minutes on a given day in order for instructional contact time to be recorded. If actual instructional contact time in OFSDP (or OFSDP in combination with traditional coursework) does not total at least 45 minutes, the district shall record zero hours of instructional contact time for that day.
- A student who receives instruction in OFSDP (or OFSDP in combination with traditional coursework) may not receive funding for hours of instruction exceeding 10 hours of OFSDP instruction plus 2 hours of traditional instruction for a total of twelve hours on any given day.
- A log of program instructional contact time must be separately maintained for each student participating in the OFSDP and made available to agency staff for audit purposes.
- Instructional contact time is to be recorded in increments of 30 minutes over the initial 45 minutes (i.e., two hours and twenty minutes will equate to 2.0 instructional contact hours, two hours and 30 minutes will equate to 2.5 instructional contact hours).
- During the time a student receives instruction in the OFSDP, any time in attendance in traditional courses that may be counted toward graduation credit will also be measured as instructional contact time, but must be recorded separately. All time in the OFSDP and traditional courses will be reported to the OFSDP administrator and will not be recorded in PEIMS.
- Funding amounts will be determined by calculating the tuition limit fee for transfer students (TEC §25.038) divided by 1,080 to determine an hourly rate.

See the [Student Attendance Accounting Handbook](#) for additional student attendance accounting instructions.

- ▶ [OFSDP Home](#)
- ▶ [OFSDP Rules - Texas Administrative Code \(TAC\) §129.1027](#)
- ▶ [OFSDP Application Form](#)
- ▶ [OFSDP Sample Attendance Registers](#)

Frequently Asked Questions (FAQ)

- ▶ Under construction.

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