Directions for Blended and E-School Percent of Time Template

Blended and E-schools, can choose to use the Percent of Time template if they find it useful. This is the current tool being used to cross reference Total Learning Opportunity Records with the Percent of Time being reported in EMIS.

This document contains the step by step directions to calculate and verify data, followed by screen shots and explanations of each tab in the workbook.

Template Workbook

- **Select Tab 1 "School Supplied Template"**
  - Compile totals for required seat time and durational time
  - Do not change the number of fields; however, you may use another title
    - *Totals will be calculated in Tab 4 upon completion of the steps*
  - Copy the data (not titles) from columns A – J

- **Select Tab 2 "Durational Entry"**
  - Paste the copied data into A3
  - The table will expand to display your copied data

- **Run the school's FTE Detail Report.**
  - Copy the entire sheet downloaded from the ***Data Collector***

- **Select Tab 3 "FTE Detail"**
  - Keep only these columns:
    - SSID, LAST NAME, FIRST NAME, MIDDLE NAME, FTE FUND PTTRN CODE, ENRL START DATE, ENRL END DATE, STDNT PCT OF TIME, SENT REASON 1, SENT REASON 1 PCT, SENT REASON 2, SENT REASON 2 PCT, TOTAL ENROLL FOR THIS REC. (See examples below)
  - Remove CTVC Records
    - Sort column E ("FTE FUND PTTRN CODE"), A to Z
      - If there are any records containing "CTVC" in Column "E" at the bottom
        - *Delete them*
    - Copy the reduced data *(no titles)*

- Select **Tab 4 "Calculator"**
  - Paste the copied (reduced) data from the FTE Detail into A3
  - The copied data will expand the table
  - The formulas will pull in data provided in Tab 2 in Columns N - V
  - The calculations and results ("Update EMIS") notification will populate in Columns W – AC
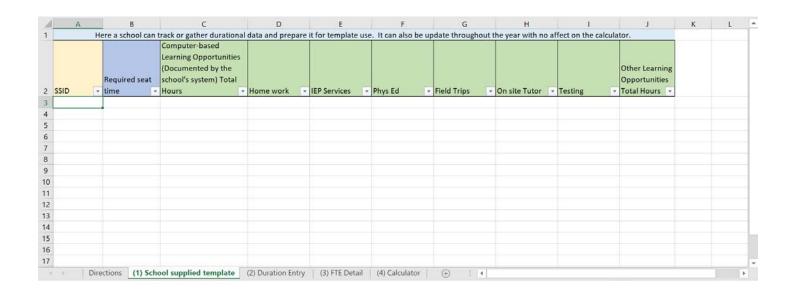
  *The template will not automatically update for students who had changes in their FS or FD records (student has more than one line in the FTE detail report). You will need to manually update the "Total Documented Hours" (W) based on student's enrollment interval.

- Review the results; update data; submit to EMIS as needed.

Tab "(1) School Supplied Template"

Blended and E-schools may utilize this tab to continuously collect and update student durational time. It is only useful in formatting the school's data elements into a standardized format to populate **Tab "(2) Durational Entry."** Blended may track hours of required seat time, while E-schools will leave this field empty.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Here a school can track or gather durational data and prepare it for template use. It can also be update throughout the year with no affect on the calculator.											
2	SSID	Required seat time	Computer-based Learning Opportunities (Documented by the school's system) Total Hours	Home work	IEP Services	Phys Ed	Field Trips	On site Tutor	Testing	Other Learning Opportunities Total Hours		
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												

Directions | **(1) School supplied template** | (2) Duration Entry | (3) FTE Detail | (4) Calculator
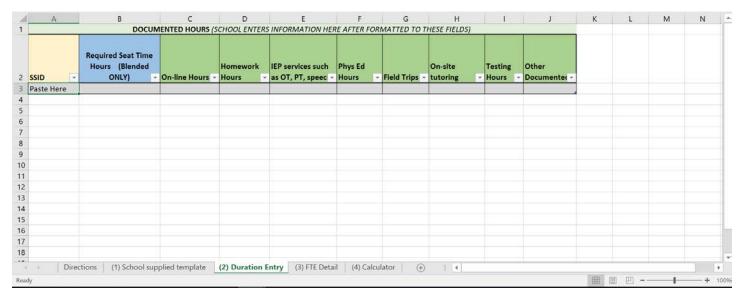
Tab "(2) Durational Entry"

This tab is a table used to hold the student durational data. The calculator contains formulas to look for the SSIDs listed and retrieve the hours entered here. It is important to maintain the formatting in this table for the calculator to work.

Once the summation of durational times for the student body are gathered, and entered in Tab 1, select the data (minus the headers) from columns A – J.

(Example – Unpopulated Table)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		DOCUMENTED HOURS *(SCHOOL ENTERS INFORMATION HERE AFTER FORMATTED TO THESE FIELDS)*												
2	SSID	Required Seat Time Hours (Blended ONLY)	On-line Hours	Homework Hours	IEP services such as OT, PT, speec	Phys Ed Hours	Field Trips	On-site tutoring	Testing Hours	Other Documented				
3	Paste Here													
4														
5														
6														
7														
8														
9														
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12														
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18														

Directions | (1) School supplied template | (2) Duration Entry | (3) FTE Detail | (4) Calculator

Ready

(Example - Populated Table)

	A	B	C	D	E	F	G	H	I	J
2	SSID	Required Seat Time Hours (Blended ONLY)	On-line Hours	Homework Hours	IEP services such as OT, PT, speech	Phys Ed Hours	Field Trips	On-site tutoring	Testing Hours	Other Documented
3	AC8146719		18.30	0.28	0.00	0.00	0.00	21.25	2.00	0.00
4	BD1472427		21.73	2.28	0.00	0.00	0.00	17.25	2.00	0.30
5	CV3355456		55.83	0.00	0.00	0.00	0.00	42.38	4.00	0.00
6	EH5246037		149.33	0.33	0.00	0.00	0.00	36.68	4.00	0.00
7	HF8044467		299.23	0.00	0.00	0.00	0.00	20.78	10.00	0.00
8	HG4024323		19.70	0.00	0.00	0.00	0.00	4.78	14.00	0.00
9	HL5607334		156.25	1.33	0.00	0.00	0.00	78.75	4.00	0.00
10	IX8560239		10.60	0.00	0.00	0.00	0.00	14.68	2.00	0.00
11	IX8686901		2.48	0.00	0.00	0.00	0.00	18.37	4.00	0.00
12	JA1155270		1.70	0.00	0.00	0.00	0.00	5.05	2.00	0.00
13	JF5580152		126.63	0.00	0.00	0.00	0.00	13.38	12.00	48.40
14	JG8853203		66.20	0.00	0.00	0.00	0.00	69.33	6.00	0.00
15	JJ9042293		205.47	25.00	0.00	0.00	0.00	16.97	15.00	2.40
16	JL7031489		71.18	0.00	0.00	0.00	0.00	59.20	8.00	1.60
17	JQ9285822		32.52	0.00	0.00	0.00	0.00	25.72	6.00	0.00

Directions | (1) School supplied template | (2) Duration Entry | (3) FTE Detail | (4) Calculator
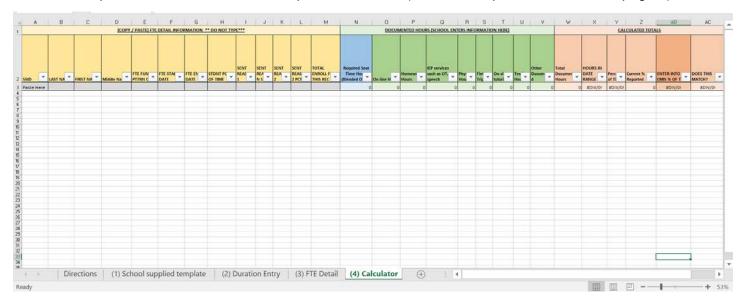
Tab "(3) FTE Detail"

Use this tab to populate the data from the school's current FTE Detail report and prepare the data to copy and paste into tab "(4) Calculator." Keeping only the columns listed below, the school will copy the information (not headers) and paste it into the calculator (Tab 4).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SSID	LAST NAME	FIRST NAME	MIDDLE NAME	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	STDNT PCT OF TIME	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	TOTAL ENROLL FOR THIS REC
2	AC8146719	Not Availab	Not Availab	Not Availab	COMM	09/05/2017	10/27/2017	21	-		-		41.93
3	BD1472427	Not Availab	Not Availab	Not Availab	COMM	09/05/2017	10/27/2017	22	-		-		43.93
4	CV3355456	Not Availab	Not Availab	Not Availab	COMM	05/03/2018	12/31/2500	100	-		-		97.28
5	EH5246037	Not Availab	Not Availab	Not Availab	COMM	02/23/2018	12/31/2500	59	-		-		190.31
6	HF8044467	Not Availab	Not Availab	Not Availab	COMM	01/25/2018	12/31/2500	78	-		-		331.47
7	HG4024323	Not Availab	Not Availab	Not Availab	COMM	11/15/2017	02/06/2018	16	-		-		38.5
8	HL5607334	Not Availab	Not Availab	Not Availab	COMM	08/30/2017	01/17/2018	54	-		-		240.54
9	IX8560239	Not Availab	Not Availab	Not Availab	COMM	07/01/2017	10/23/2017	12	-		-		26.42
10	IX8686901	Not Availab	Not Availab	Not Availab	COMM	08/29/2017	09/25/2017	26	-		-		25.29
11	JA1155270	Not Availab	Not Availab	Not Availab	COMM	09/26/2017	10/24/2017	8	-		-		8.6
12	JF5580152	Not Availab	Not Availab	Not Availab	COMM	07/01/2017	05/29/2018	22	-		-		201.63
13	JG8853203	Not Availab	Not Availab	Not Availab	COMM	02/21/2018	04/08/2018	99	-		-		141.93
14	JG8853203	Not Availab	Not Availab	Not Availab	COMM	04/09/2018	12/31/2500	99	-		-		182.48
15	JJ9042293	Not Availab	Not Availab	Not Availab	COMM	08/23/2017	12/31/2500	29	-		-		265.78
16	JL7031489	Not Availab	Not Availab	Not Availab	COMM	09/14/2017	01/24/2018	33	-		-		138.55
17	JQ9285822	Not Availab	Not Availab	Not Availab	COMM	10/24/2017	02/06/2018	20	-		-		64.51
18	JQ9449492	Not Availab	Not Availab	Not Availab	COMM	07/01/2017	01/17/2018	54	-		-		254.36
19	JQ9571804	Not Availab	Not Availab	Not Availab	COMM	07/01/2017	05/29/2018	41	-		-		375.76
20	JV6120149	Not Availab	Not Availab	Not Availab	COMM	08/24/2017	09/28/2017	45	-		-		57.6
21	KT3366729	Not Availab	Not Availab	Not Availab	COMM	08/23/2017	01/22/2018	20	-		-		97.28

Directions | (1) School supplied template | (2) Duration Entry | **(3) FTE Detail** | (4) Calculator
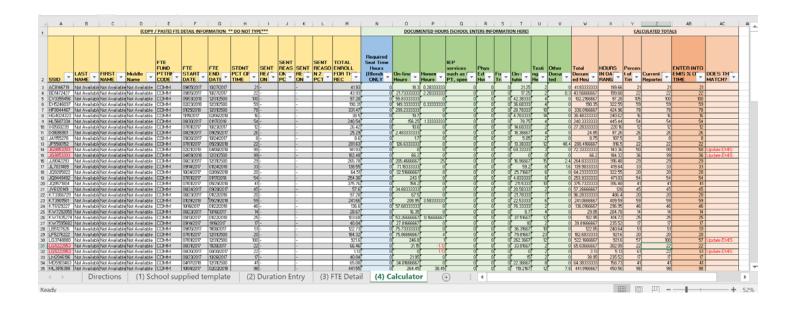
Tab "(4) Calculator"

Use this tab to populate the school's current FTE Detail, formatted in tab 3. Once the information is copied from Tab 3 and pasted in A3 of the Calculator, the information (if properly formatted in both the "Durational Entry" tab and the FTE Detail Columns) pasted will populate columns A – M. Columns N – V will subsequently retrieve data provided in "Durational Entry" and columns W – AC will do the calculations to reveal if the hours of duration equate to the Percent of Time reported in EMIS. (Result example at the bottom of page 4)
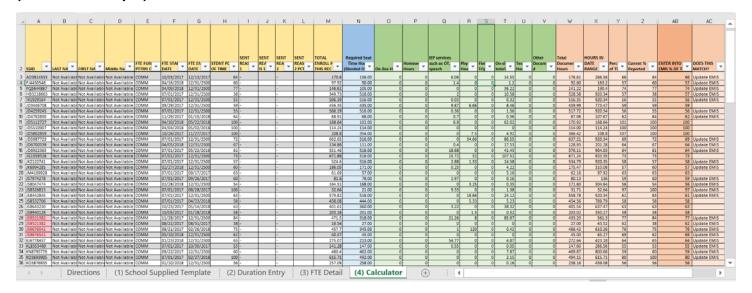

If properly formatted and entered, the data will appear as below. Column W is the sum of durational data provided. Column X calculates the total amount of hours available within an enrollment period. Column Y is the calculation of Percent of Time based on provided hours. Column Z pulls the value found in Column H to provide a side by side comparison of calculated vs. what is reported. Column AA (hidden) contains logic pertaining conditions around "Sent to reason" PS, and results beyond 100%, so column AB would display the correct % to be reported. Column AC will display "Update EMIS" should Columns Z and AB not match.
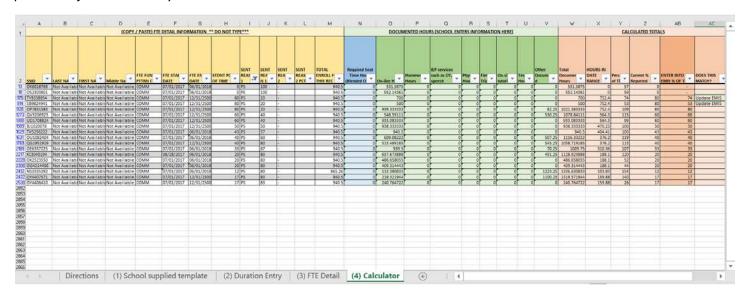
(Blended Example)

For students participating in College Credit Plus: they are expected to attend the remaining percent of the time they are not in CCP. This results in column AB being the remaining percent you see in column H for most students. The first two students listed below attended CCP 100% of the time so no seat time hours or documented hours are needed for this student. The second two have hours that do not meet the hours in column X (Hour in Date Range), and will need the percent adjusted. Below you will see the results once hours other than seat time hours are entered.

If the school has total documented hours in column W equaling or exceeding the amount in Column M, the percent of time in column AB will equal the amount in column H and no adjustment will be necessary. If the hours are less, then you will need to change the FS record of that student to equal that percent of time calculated in Column AB.

If you run into problems, email your workbook to james.lansden@education.ohio.gov , include a phone number so we can contact you.

Understanding the Information Used:

College Credit Plus Calculation

The rationale for the hours calculation is that one semester equals half a school year. Full time for a college student is typically 12 hours a semester, so two semesters equal 24 hours. Therefore, to calculate one semester hour, the computation is the number of calendar hours divided by 24. If you have a 920-hour calendar, one semester hour would equal 38.33 hours. If a college uses the quarter system, use 36 as the divisor. In this case, for a 920-hour calendar, one quarter hour would equal 25.55 hours.

If you have college credit hours you **may not** also document homework, testing or any other hours related to College Credit Plus. If a student drops the course, you **may not document any hours** for the dropped class. If the student fails the course, you may enter the hours.

Documented Hours

A student may accumulate hours seven days a week, at any time during the day. However, the student may not exceed 10 hours within any 24-hour period for any and all documented time. A school may count hours for the student only during the official calendar year period.

Required Seat Time Hours. You are responsible for entering a formula in this column because of the differences in schools. Example, 50% of time must be in-school. The formula would be "=N2*.5".

Online Hours. This is the total documented hours a student has logged in during this time period. A school's chosen software must be able to show total hours by day, week and time period. If the software is not capable of doing this, the school must enter this information in a spreadsheet.

Homework Hours. These are hours separate from online hours. The two may not overlap. Certification for these hours must include the date or dates the activity occurred. The activities may include homework in any subject, reading resource documents, writing papers, doing research, conferencing with teachers and other activities. Schools also must be able to show these hours by day, week and time period. The classroom or teacher of record must certify the hours.

Individualized Education Program (IEP) services, such as occupational therapy, physical therapy and speech. Hours documented for IEP-related services must match both the IEP and the payment for these services. These hours must be shown by day, week and time period. The hours must be certified by the therapist, or the school must have a bill that shows the hours of service for each student.

Physical Education Hours. If a student is enrolled in a physical education course, the school must document the hours the student participated in that course. Schools can do this by sending a form to the parent or guardian to certify the student completed the hours. The teacher will provide a spreadsheet verifying the hours.

Field Trips. The backup for field trips can be a roster of participants certified by the person who supervised the field trip. This must include the dates and times of field trips. If a student participated in more than one field trip, a corresponding spreadsheet should show the dates and times the student participated. **Schools cannot count travel time to and from a field trip destination.**

On-Site Tutoring. There may be times when a student comes on-site for tutoring. If this occurs, the teacher or tutor must document that time, by date and time, and certify it.

Testing Hours. Documentation must contain the type of test, location of the test and the date it was given. **Schools cannot count the student's travel time to and from testing.**

Other Documented Hours. If you have other hours that you believe contributed to the education of a student, enter them here. These are activities that must have been defined in your contract with your sponsor. Please enter a comment in the heading explaining what the activity is. You also must have it certified by the teacher of record, with dates of activities.

All backup in a spreadsheet for any category must be in SSID order by date. Non-classroom-based learning opportunities must be certified by a teacher.

Mandatory Withdrawal of Students

Community schools are required to automatically withdraw students after 72 hours of consecutive unexcused absences.

Circumstances Matter

Quite often, a student will be on more than one line on the FTE detail report. This can happen for many reasons. This can cause a problem with documenting hours if the student was continuously enrolled in the school but had documented hours that were greater than needed on one line but fewer than needed on another. For example, student attended from Oct. 10, 2017, until the end of the school year but on 12/02/2017 moved from District A to District B. The student would be on the following two lines.

SSID	FTE START DATE	FTE END DATE	STDNT PCT OF TIME	TOTAL ENROLL FOR THIS REC	On-line Hours	Homework Hours	Testing Hours	Swapped Hours	Total Hours	Step One Percent of Time	Result Percent of Time	TOTAL FOR THIS CAL	ADJSTD FTE
A1	10/10/2017	12/01/2017	100	150						0	0	-	920	0.1630435
A1	12/02/2017	12/31/2500	100	525						0	0	-	920	0.5706522
											Total FTE		0.7336957

There are 30 days in the school calendar between Oct. 10, 2017, and Dec. 1, 2017, with five scheduled hours each day. To achieve 100 for a percent of time, student needed 30x5=150 documented hours. From Dec. 2, 2017, until Dec. 31, 2500, there were 105 school days. To achieve 100 for a percent of time, student would need 105x5=525 documented hours.

The school updated documented hours for the student and below is the result.

SSID	FTE START DATE	FTE END DATE	STDNT PCT OF TIME	TOTAL ENROLL FOR THIS REC	On-line Hours	Homework Hours	Testing Hours	Swapped Hours	Total Hours	Step One Percent of Time	Result Percent of Time
A1	10/10/2017	12/01/2017	100	150	170				170	113	113
A1	12/02/2017	12/31/2500	100	525	490				490	93	93

Once the school updated the percent of time, the following FTE detail report showed the same adjusted FTE for the first line but a reduced FTE for the second line. See the result below.

SSID	FTE START DATE	FTE END DATE	STDNT PCT OF TIME	TOTAL ENROLL FOR THIS REC	On-line Hours	Homework Hours	Testing Hours	Swapped Hours	Total Hours	Step One Percent of Time	Result Percent of Time	TOTAL FOR THIS CAL	ADJSTD FTE
A1	10/10/2017	12/01/2017	100	150						0	0	-	920	0.1630435
A1	12/02/2017	12/31/2500	93	490						0	0	-	920	0.5326087
											Total FTE		0.6956522

In the example below, student had more hours than needed to reach 100 percent on the first line but did not have enough hours to reach 100 percent on the second. Because this enrollment is continuous, the school can count the extra 20 hours on the second line. Do this by showing the documented hours as demonstrated below.

SSID	FTE START DATE	FTE END DATE	STDNT PCT OF TIME	TOTAL ENROLL FOR THIS REC	On-line Hours	Homework Hours	Testing Hours	Swapped Hours	Total Hours	Step One Percent of Time	Result Percent of Time
A1	10/10/2017	12/01/2017	100	150	170			-20	150	100	100
A1	12/02/2017	12/31/2500	100	525	490			20	510	97	97

As a result, the percent of time on the second line increased from 93 to 97. Once this is reported, the FTE detail report reflects those changes.

SSID	FTE START DATE	FTE END DATE	STDNT PCT OF TIME	TOTAL ENROLL FOR THIS REC	On-line Hours	Homework Hours	Testing Hours	Swapped Hours	Total Hours	Step One Percent of Time	Result Percent of Time	TOTAL FOR THIS CAL	ADJSTD FTE
A1	10/10/2017	12/01/2017	100	150						0	0	-	920	0.1630435
A1	12/02/2017	12/31/2500	97	510						0	0	-	920	0.5543478
											Total FTE		0.7173913

If a student was not continuously enrolled in a school, the school may not swap hours between the two lines. For example, if a student happened to be enrolled from Sept. 2, 2017, until Nov. 30, 2017, then re-enrolled from March 4, 2018, through the end of the year, Dec. 31, 2500. This set of circumstances does not allow for swapping of hours.

Another situation that can occur would be if a student attended the entire year. However, that student was identified as autistic, and the IEP became effective Jan. 5, 2018. Before this identification, the student accumulated 67 hours more than needed from the beginning of the school year until Jan. 4, 2018. From Jan. 25, 2018, until the end of the school year, the student fell behind the 94 hours needed to have a student percent of time of 100. Because the weighted funding would be improperly inflated by allowing for a higher percent of time, swapping will not be allowed.

If the student also attended the entire year and was identified as autistic. This student also had an IEP beginning Jan. 5, 2018. However, the student was short 63 hours, from the beginning of the school year until Jan. 4, 2018, of having 100 percent of time. The student earned 87 hours more than needed for a percent of time of 100 from Jan. 5, 2018, until the end of the school year. Because the student did not receive any weighted funding from the beginning of the school year until Jan. 4, 2018, the swapping of hours is allowable.