

# UNDERSTANDING FUNDED FALL MEMBERSHIP

## WITHIN THE CONTEXT OF THE

# STUDENT RECORD COLLECTION

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## Resources for Completing Fall Membership

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### Instructions for Completing Fall Membership

Fall Membership is determined by counting all Virginia public school students enrolled on September 30<sup>th</sup> of the current school year. The Funded Fall Membership is calculated based on school-age students in kindergarten through grade 12.

Every student who depends on a public school division in Virginia for a free, appropriate, public education must have a record on the Fall Student Record Collection. This includes all full-time and part-time students served in the division's schools as well as those the division has helped place in other public and private schools/centers regardless of how the placements are funded.

There should be one record per student per school on the Fall Student Record Collection EXCEPT when Grade Level Code, Kindergarten Half-Day Flag, GED Program Code, Tuition Paid Code, Non-public student FTE, or Primary Disability Code changes while still attending the same school. In these cases, a student may have more than one record per school per record collection. If a student has more than one record, only one record can be Active.

### Law, Policy and Regulations

For your reference, the following resources are available for completing Fall Membership.

Sections from the appropriation act, Code of Virginia, and Board of Education regulations that pertain to the reporting of Fall Membership are available at the following Website:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/student\\_record\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml)

### Student Record Collection Codes, Scenarios, and Specifications

Explanations of the various tuition codes, disability codes, and other codes referenced in this document are available at the following Website:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/student\\_record\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml)

### How to Use this Guide

Please read all sections of these instructions prior to calculating your Funded Fall Membership to ensure that your division's membership is reported accurately. Appropriate supporting documentation must be maintained for each line of this report, in the event that a subsequent audit of Fall Membership data is necessary.

There is one section in this guide for each Funded Fall Membership calculation. For each calculation, a text reference is provided followed by the "formula" used to generate the addition or deduction. All formulas are defined in terms of the Student Record Collection. This should enable the division to verify the accuracy of the calculations on the verification report.

## Resources for Completing Fall Membership

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### Interpreting the Codes in this Guide

Code	Meaning
< >	Not equal to
8/1	August 1 of current school year
9/30	September 30 of current school year
12/31	December 31 of current school year

### Definitions of Key Terms

Term	Meaning
*Local share of tuition	The local share of the total operational cost per pupil based on the composite index of the serving division
State share of tuition	The state share of fall membership funding on a per pupil basis
Full tuition	The total operational cost per pupil for a serving division or private institution

# Beginning Fall Membership

## Beginning Fall Membership

The Beginning Fall Membership includes all students enrolled on September 30<sup>th</sup> for all K-12 and post-graduate studies except:

- disabled pupils ages 20 and 21
- pupils in alternative education programs
- non-public school pupils
- pupils in ISAEP
- pupils in home-based education
- private special education (does not include students funded by the Comprehensive Services Act)
- students funded with Comprehensive Services Act funds
- contiguous out-of-state students **with** the same attendance privileges
- inter-state compact placement
- contiguous out-of-state students **without** the same attendance privileges
- students in a virtual program delivered by an approved Multi-Division Online Provider (MOP)

In short, Beginning Fall Membership is all students in kindergarten through post-graduate programs reported by your division MINUS the Funded Fall Membership additions.

Funded Fall Membership is displayed in the above manner in the verification report to provide divisions with detailed information from the data processed through the Student Record Collection.

## Student Record Values for *Funded Fall Membership*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code= T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, or PG
Your division reports the student	Your division reports the student
The Serving School number < > 9999 when your division is the Serving Division	The Serving School number < > 9999 when your division is the Serving Division
GED Program Code < > 2	GED Program Code < > 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code < > 4 when the Serving School is a public alternative center or school	Tuition Code < > 4 when the Serving School is a public alternative center or school
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 10	Tuition Code < > 10
Tuition Code < > 11	Tuition Code < > 11

# Beginning Fall Membership

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**Notes:** All dates reference the current school year.

School-age students are those who are:

- Less than 20 years old as of August 1<sup>st</sup> for regular education students
- Less than 22 years old as of September 30<sup>th</sup> for special education students
- Less than 22 years old as of August 1<sup>st</sup> for students receiving Limited English Proficient services

## Kindergarten Students

Generally, only those children who reach their fifth birthday on or before September 30, may be included in the Funded Fall Membership total. However, any student whose fifth birthday occurred between October 1, and December 31, may be enrolled in Kindergarten after an appropriate readiness evaluation has demonstrated that attendance in these programs would educationally benefit these children (§22.1-199 C., Code of Virginia). Any school that offers a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program, is required to conduct an appropriate readiness evaluation for students whose fifth birthday occurred between October 1, and December 31, for them to be enrolled in the regular Kindergarten program and then be counted in Funded Fall Membership.

Such students are not required to first be enrolled in a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program before they are tested. Any student may be tested and go straight to the regular Kindergarten program as long as the school offers a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program. Such students may be included in Funded Fall Membership upon enrollment in the regular Kindergarten program.

## Dual Enrollment Students

A school division may include students who participate in a dual high school/college enrollment program in its Funded Fall Membership (reference Informational Supts. Memo No. 58, dated March 8, 1989). However, no membership credit is permitted if the student is not counted on any school division's teacher register (i.e., if the student is a full-time college student but not yet a high school graduate).

## Reporting Partial Full-Time Equivalent (FTE) Students

In certain cases, only partial full-time equivalent (FTE) students are to be included in Funded Fall Membership. Specifically, membership credit is only counted for the portion of the year in which a student was included on the rolls.

## Reporting students enrolled in a virtual program delivered by an approved Multi-Division Online Provider (MOP)

A student should only be considered as part of a virtual program delivered by an approved MOP if more than 10 percent of the students enrolled in the online program are from outside the school division operating the program. Students who take virtual classes that are part of a division program that is internal to the division and that does not meet the definition of a MOP virtual program should be reported as MOP Flag = N.

## **Beginning Fall Membership**

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### **Non-Division MOPs**

Resident students who do not attend a brick and mortar school within the serving division and non-resident students in a virtual program delivered by an approved MOP will have an Active Code of V. Students who are residents of the serving division who also take classes at a brick and mortar school within the serving division and enrolled in a virtual program delivered by an approved MOP have an Active Code of A. Both resident and non-resident students of the virtual program delivered by an approved MOP will have a MOP Flag = Y.

School divisions that contract with virtual programs offered by an approved MOP but do not enroll at least 10 percent non-resident students will not report any MOP students. The resident students taking virtual courses will have an Active Code of A or I as appropriate. The MOP flag will be N.

### **Division MOPs**

For school year 2013-2014, only York County and Chesterfield County have division-established virtual programs that are approved MOPs. Both the resident and non-resident students of these divisions who are enrolled in these virtual programs are considered MOP students if more than 10 percent of the students enrolled in these online programs are from outside the school division. Use an Active Code of V for non-resident students and Active Code A or I as appropriate for resident students. The MOP Flag will be Y in both cases.

## Funded Fall Membership Additions

### **Pupils for Whom You Pay Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees) to Another School Division in Virginia**

Pupils for whom you pay tuition in excess of the local share of operational cost of the serving division (including any application or processing fees) under a written contract with another Virginia school division (§22.1-5.C., Code of Virginia, as amended).

### **Student Record Values for *Pupils for Whom You Pay Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees) to Another School Division in Virginia***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Responsible Division	Your division is the Responsible Division
Tuition Code = 5	Tuition Code = 5
Active Code < > V	Active Code < > V
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 22-yrs old as of 9/30	If special education, under 22-yrs old as of 9/30
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

Pupils for whom you pay tuition in excess of the local share of operational cost (including any application or processing fees) to another school division in Virginia who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.



## Funded Fall Membership Additions

### Disabled Pupils Ages 20 or 21

A count of all disabled pupils who are 20 or 21 as of September 30<sup>th</sup> of the current school year.

### Student Record Values for *Disabled Pupils Ages 20 or 21*

#### Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

Primary Disability Code is not blank and is not 15

Age is 20 or 21 as of 9/30

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

Primary Disability Code is not blank and is not 15

Age is 20 or 21 as of 9/30

**Notes:** Pupils with 504 plans are not included in any calculation of disabled pupils.

The following students are not included in this calculation.

- 20 or 21-year old disabled pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- 20 or 21-year old disabled pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- 20 or 21-year old disabled pupils from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: with Same Attendance Privileges* addition.
- 20 or 21-year old disabled pupils from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.

## Funded Fall Membership Additions

### Pupils in Alternative Education Programs

A count of all school-age pupils in alternative education programs where courses are approved by the local school board in accordance with Board of Education regulations.

### Student Record Values for *Pupils in Alternative Education Programs*

#### Kindergarten

Grade Code = KA, KP, or KG

Your division is the Responsible Division

The Serving School must be a public alternative center or school

Tuition Code = 4

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30\*

If regular education, under 20-yrs old as of 8/1

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Responsible Division

The Serving School must be a public alternative center or school

Tuition Code = 4

5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30\*

If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- \*20 or 21-year old disabled pupils in alternative education programs are included in the *Disabled Pupils Ages 20 or 21* addition.
- Governor's Schools are not Alternative Education Programs even though students attending those schools have a tuition paid code of 4. Students attending Governor Schools are not included in this calculation.

## Funded Fall Membership Additions

### Non-public School Pupils

Pursuant to §22.1-253.13:2 N., Code of Virginia, pupils who are either enrolled in a Non-public school or who receive home instruction **and** who attend classes in the public schools on a part-time basis may be included in Funded Fall Membership on a prorated basis. The current appropriation act allows any student who is enrolled in any mathematics, science, English, history, social science, vocational education, health education or physical education, fine arts or foreign language course to be counted in Funded Fall Membership. Each course taken by such a student will be counted as 0.25 of a student, up to a cap of 0.5 of a student for Funded Fall Membership reporting (pursuant to Item 139 A. 1. d. of Chapter 806, 2013 Acts of Assembly).

### Student Record Values for *Non-public School Pupils*

#### Kindergarten

Grade Code = KA, KP, or KG

Your division reports the pupil

Non-public FTE = .25 or .50

Tuition Code < > 4 when the Serving School is a public alternative center or school

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

5-yrs old as of 9/30 or 12/31 if completed  
readiness evaluation or Military Compact  
Statute Flag = Y

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30\*

If regular education, under 20-yrs old as of 8/1

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division reports the pupil

Non-public FTE = .25 or .50

Tuition Code < > 4 when the Serving School is a public alternative center or school

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

5-yrs old as of 9/30 or 12/31 if completed  
readiness evaluation or Military Compact  
Statute Flag = Y

If LEP, under 22-yrs old as of 8/1

If special education, under 20-yrs old as of 9/30\*

If regular education, under 20-yrs old as of 8/1

## Funded Fall Membership Additions

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**Notes:** The following students are not included in this calculation.

- Non-public school pupils in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Non-public school pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- Non-public school pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Non-public school pupils from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: with Same Attendance Privileges* addition.
- Non-public school pupils from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.
- \*Non-public school pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.

**Clarification:** Non-public school students enrolled by a school division for a qualifying on-line course not delivered by an approved MOP **may** be included as part-time students in Fall Membership up to .25 per class and capped at .50.

## Funded Fall Membership Additions

### Pupils in the ISAEP Program

School-age pupils enrolled in an Individual Student Alternative Education Program (ISAEP) or other alternative program approved by the local school board pursuant to §22.1-254 D., Code of Virginia.

### Student Record Values for *Pupils in the ISAEP Program*

#### Kindergarten

Grade Code = KA, KP, or KG  
 Your division reports the pupil  
 GED Program Code = 2  
 Non-public FTE is blank  
 Tuition Code < > 4 when the Serving School is a public alternative center or school  
 Tuition Code < > 7  
 Tuition Code < > 9  
 Tuition Code < > 11  
 Tuition Code < > 13  
 Active Code < > V  
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y  
 If LEP, under 22-yrs old as of 8/1  
 If special education, under 20-yrs old as of 9/30\*  
 If regular education, under 20-yrs old as of 8/1

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12  
 Your division reports the pupil  
 GED Program Code = 2  
 Non-public FTE is blank  
 Tuition Code < > 4 when the Serving School is a public alternative center or school  
 Tuition Code < > 7  
 Tuition Code < > 9  
 Tuition Code < > 11  
 Tuition Code < > 13  
 Active Code < > V  
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y  
 If LEP, under 22-yrs old as of 8/1  
 If special education, under 20-yrs old as of 9/30\*  
 If regular education, under 20-yrs old as of 8/1

## Funded Fall Membership Additions

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**Notes:** The following students are not included in this calculation.

- Pupils enrolled in the ISAEP program in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Pupils enrolled in the ISAEP program whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- Pupils enrolled in the ISAEP program placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Pupils enrolled in the ISAEP program from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State students: with Same Attendance Privileges* addition.
- Pupils enrolled in the ISAEP program from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.
- \*Pupils enrolled in the ISAEP program who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.
- Pupils enrolled in the ISAEP program who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

## Funded Fall Membership Additions

### Pupils in Home-based Education Program

A count of all school-age pupils who receive education at home due to a suspension, expulsion or other disciplinary action unrelated to the pupil's primary disability code or IEP.

### Student Record Values for *Pupils in Home-based Education Program*

Kindergarten	Grades 1-12
<p>Grade Code = KA, KP, or KG</p> <p>Your division is the Serving Division and the Serving School number is 9999</p> <p>GED Program Code &lt; &gt; 2</p> <p>Non-public FTE is blank</p> <p>Tuition Code &lt; &gt; 4 when the Serving School is a public alternative center or school</p> <p>Tuition Code &lt; &gt; 7</p> <p>Tuition Code &lt; &gt; 9</p> <p>Tuition Code &lt; &gt; 11</p> <p>Tuition Code &lt; &gt; 13</p> <p>Active Code &lt; &gt; V</p> <p>5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y</p> <p>If LEP, under 22-yrs old as of 8/1</p> <p>If special education, under 20-yrs old as of 9/30*</p> <p>If regular education, under 20-yrs old as of 8/1</p>	<p>Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12</p> <p>Your division is the Serving Division and the Serving School number is 9999</p> <p>GED Program Code &lt; &gt; 2</p> <p>Non-public FTE is blank</p> <p>Tuition Code &lt; &gt; 4 when the Serving School is a public alternative center or school</p> <p>Tuition Code &lt; &gt; 7</p> <p>Tuition Code &lt; &gt; 9</p> <p>Tuition Code &lt; &gt; 11</p> <p>Tuition Code &lt; &gt; 13</p> <p>Active Code &lt; &gt; V</p> <p>5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y</p> <p>If LEP, under 22-yrs old as of 8/1</p> <p>If special education, under 20-yrs old as of 9/30*</p> <p>If regular education, under 20-yrs old as of 8/1</p>

## Funded Fall Membership Additions

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**Notes:** Pupils who are home bound and receiving educational services from the division due to a medical condition or an IEP are not part of the *Pupils in Home-based Education Program* addition.

The following students are not included in this calculation.

- Home-based pupils who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Home-based pupils who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- Home-based pupils in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Home-based pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* addition.
- Home-based pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Home-based pupils from contiguous states offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: with Same Attendance Privileges* addition.
- Home-based pupils from contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* addition.
- \*Home-based pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.
- Home-based pupils who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.



## Funded Fall Membership Additions

### Pupils for Whom Full Tuition to a Private Institution Was Paid with Local Funds

Pupils for whom full tuition to a private institution was paid with local funds.

### Student Record Values for *Pupils for Whom Full Tuition to a Private Institution Was Paid with Local Funds*

#### Kindergarten

Grade Code = KA, KP, or KG  
 Your division is the Responsible Division  
 GED Program Code < > 2  
 Non-public FTE is blank  
 Tuition Code = 3  
 5-yrs old as of 9/30 or 12/31 if completed  
 readiness evaluation or Military Compact  
 Statute Flag = Y  
 If LEP, under 22-yrs old as of 8/1  
 If special education, under 20-yrs old as of 9/30\*  
 If regular education, under 20-yrs old as of 8/1

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or  
 12  
 Your division is the Responsible Division  
 GED Program Code < > 2  
 Non-public FTE is blank  
 Tuition Code = 3  
 5-yrs old as of 9/30 or 12/31 if completed  
 readiness evaluation or Military Compact  
 Statute Flag = Y  
 If LEP, under 22-yrs old as of 8/1  
 If special education, under 20-yrs old as of 9/30\*  
 If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- Pupils for whom full tuition to private institution was paid with local funds who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Pupils for whom full tuition to private institution was paid with local funds who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- \*Pupils for whom full tuition to private institution was paid with local funds who are disabled and ages 20 or 21 are included in the *Disabled Pupils Ages 20 or 21* addition.

## Funded Fall Membership Additions

### **Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds**

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds.

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds **and** who attend classes in the public schools on a part-time basis may be included in Fall Membership on a prorated basis.

### **Student Record Values for *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds***

#### **Kindergarten**

Grade Code = KA, KP, or KG

Your division is the Responsible Division

Tuition Code = 7

#### **Grades 1-12**

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Responsible Division

Tuition Code = 7

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Fall Membership. The *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* calculation is displayed for your information only.

## Funded Fall Membership Additions

### Inter-state Compact Placement Agreement

Non-resident students who were placed in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

### Student Record Values for *Inter-state Compact Placement Agreement*

#### Kindergarten

Grade Code = KA, KP, or KG  
 Your division is the Serving Division  
 Tuition Code = 9  
 Active Code < > V

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12  
 Your division is the Serving Division  
 Tuition Code = 9  
 Active Code < > V

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Fall Membership. The *Inter-state Compact Placement Agreement* calculation is displayed for your information only.

Inter-state Compact Placement Agreement students who are part of a virtual program delivered by an approved Multi-division Online Provider are not included here but in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

## Funded Fall Membership Additions

### Contiguous Out-of-State Students: with Same Attendance Privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which grants the same privileges to Virginia residents may be counted in Fall Membership. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

### Student Record Values for *Contiguous Out-of-State Students: with Same Attendance Privileges*

#### Kindergarten

Grade Code = KA, KP, or KG  
 Your division is the Serving Division and the Serving School number is not 9999  
 GED Program Code < > 2  
 Non-public FTE is blank  
 Tuition Code = 10  
 Active Code < > V  
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y  
 If LEP, under 22-yrs old as of 8/1  
 If special education, under 20-yrs old as of 9/30\*  
 If regular education, under 20-yrs old as of 8/1

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12  
 Your division is the Serving Division and the Serving School number is not 9999  
 GED Program Code < > 2  
 Non-public FTE is blank  
 Tuition Code = 10  
 Active Code < > V  
 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y  
 If LEP, under 22-yrs old as of 8/1  
 If special education, under 20-yrs old as of 9/30\*  
 If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- Out-of-state pupils with the same attendance privileges as instate pupils who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Out-of-state pupils with the same attendance privileges as instate pupils who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- \*Out-of-state pupils with the same attendance privileges as instate pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils ages 20 or 21* addition.
- Out-of-state pupils with the same attendance privileges as instate pupils who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)* addition.

## Funded Fall Membership Additions

### Contiguous Out-of-State Students: without Same Attendance Privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same privileges to Virginia residents cannot be counted in Fall Membership. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

### Student Record Values for *Contiguous Out-of-State Students: without Same Attendance Privileges*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 11	Tuition Code = 11
Active Code < > V	Active Code < > V

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Fall Membership. The *Contiguous Out-of-State Students: without Same Attendance Privileges* calculation is displayed for your information only.

### Students Enrolled in a Virtual Program Delivered by a Multi-Division Online Provider (MOP)

Students who are served by a virtual program delivered by an approved Multi-Division Online Provider (MOP). These include any students served by your division in a virtual program delivered by a MOP.

A Multi-Division Online Provider is:

- a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division;
- a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in grades K through 12 through those school boards;
- a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division (but **ONLY IF** more than 10 percent of the students enrolled in online courses are from outside of the division)

### Student Record Values for Virtual Programs

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Active Code = V	Active Code = V

## Funded Fall Membership Additions

### Local Center within a Public School Division (full day or half-day programs: CTE, STEM, Health, special education or alternative)

Pupils enrolled in local centers within a school division. These programs include full day or half day CTE, STEM, Health, special education, or alternative programs.

### Student Record Values for *Local Center within a Public School Division (full day or half-day programs: CTE, STEM, Health, special education or alternative)*

#### Kindergarten

Grade Code = KA, KP, or KG

Your division is the Responsible Division

The Responsible School must be a membership school in your division

The Responsible Division < > the Serving Division

The Serving Division must be < 208

The Serving School must be a local center within a public school division

Tuition Code = 19

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Responsible Division

The Responsible School must be a membership school in your division

The Responsible Division < > the Serving Division

The Serving Division must be < 208

The Serving School must be a local center within a public school division

Tuition Code = 19

**Note:** These students are not included in the Beginning Fall Membership.

## Funded Fall Membership Deductions

### Postgraduate Pupils

Postgraduate students are pupils who remain in or return to school after receiving a diploma (Standard Diploma, Advanced Studies Diploma, or International Baccalaureate Diploma). **NOTE:** Special education students who do not receive one of the 3 recognized diplomas in the Standards of Accreditation (such non-recognized diplomas are the IEP diploma) may continue to be counted in Fall Membership (if they return to school) until age 22 or until they receive an official diploma. School-age GED students who return for a regular diploma may also continue to be counted in Fall Membership. Students who have received a GED, a General Advancement Diploma (GAD), Special Diploma, or a Modified Standard Diploma who are of school age should not be considered Postgraduate students. Students who have received a GED, a General Advancement Diploma, Special Diploma, or a Modified Standard Diploma, and is of school age and pursuing a Standard or Advanced Studies Diploma, should be included as part of Fall Membership.

### Student Record Values for *Postgraduate Pupils*

#### Kindergarten

N/A

#### Grades 1-12

Grade Code = PG  
 Your division reports the student  
 Tuition Code < > 7  
 Tuition Code < > 9  
 Tuition Code < > 11  
 Tuition Code < > 13  
 Active Code < > V

**Notes:** The following students are not included in this calculation.

- Postgraduate pupils whose state share of tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* deduction.
- Postgraduate pupils placed by an inter-state compact agreement are included in the *Interstate Compact Placement* deduction.
- Postgraduate pupils whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states offering the same attendance privileges to Virginia students are included in the *Tuition in Excess of the Local Share\* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance privileges* deduction.
- Postgraduate pupils whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* deduction.
- Postgraduate pupils who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees)* deduction.

## Funded Fall Membership Deductions

### Pupils under Age 5

Pupils who were under the age of 5 as of September 30 of the current school year, including both non-disabled and disabled pupils, who are not enrolled in the regular Kindergarten program during the school year pursuant to §22.1-199 C., Code of Virginia (such as those enrolled in preschool, Headstart, and similar programs). However, do not include any students whose fifth birthday occurred between October 1 and December 31 of the current school year who are enrolled in the regular Kindergarten program after completing an appropriate readiness evaluation as provided in §22.1-199 C., Code of Virginia. Such students may be included in Fall Membership upon enrollment in the regular Kindergarten program.

The Entry Date for these students must be their first day of regular kindergarten AFTER completing an appropriate readiness evaluation. The Aggregate Days Present and Aggregate Days Absent must reflect only the days in regular kindergarten AFTER an appropriate readiness evaluation has demonstrated that attendance in these programs would educationally benefit these children (§22.1-199 C., Code of Virginia).

A military child who falls under the provisions of the Interstate Compact, who is under the age of five as of September 30<sup>th</sup>, who registered for or enrolled in a regular Kindergarten program in the sending state prior to transfer, and who continues to enroll in a regular Kindergarten program in a Virginia school division (§22.1-360 Article IV D., Code of Virginia) **should not be deducted**.

Students who have not turned five years old by September 30 of the current school year, have NOT completed an appropriate readiness evaluation as provided in §22.1-199 C., Code of Virginia and are enrolled in a regular kindergarten program should have an Kindergarten Readiness Assessment Flag of N.

### Student Record Values for *Pupils under Age 5*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division reports the student	Your division reports the student
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
Tuition Code < > 13	Tuition Code < > 13
Active Code < > V	Active Code < > V
Less than 5 years old on September 30 <sup>th</sup>	Less than 5 years old on September 30 <sup>th</sup>
KG Readiness Assessment Flag = N	KG Readiness Assessment Flag = N
Military Compact Statute Flag = N	Military Compact Statute Flag = N



## Funded Fall Membership Deductions

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**Notes:** The following students are not included in this calculation.

- Pupils under age 5 whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* deduction.
- Pupils under age 5 placed by an inter-state compact agreement are included in the *Interstate Compact Placement* deduction.
- Pupils under age 5 whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states offering the same attendance privileges to Virginia students are included in the *Tuition in Excess of the Local Share\* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance privileges* deduction.
- Pupils under age 5 whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* deduction.
- Pupils under age 5 who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees)* deduction.

## Funded Fall Membership Deductions

### Pupils Age 20 and over (over age pupils)

Students who are 20 years of age or older as of August 1, 2013; students in special education classes who are over the age of 22 as of September 30, 2013; and, students who are limited English proficient who entered school for the first time after reaching their 12th birthday and have reached 22 years of age as of August 1, 2013.

### Student Record Values for *Pupils Age 20 and over (over age pupils)*

#### Kindergarten

Grade Code = KA, KP, or KG

Your division reports the student

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

If LEP, 22-yrs old or over as of 8/1

If special education, 22-yrs old or over as of 9/30

If regular education, 20-yrs old or over as of 8/1

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division reports the student

Tuition Code < > 7

Tuition Code < > 9

Tuition Code < > 11

Tuition Code < > 13

Active Code < > V

If LEP, 22-yrs old or over as of 8/1

If special education, 22-yrs old or over as of 9/30

If regular education, 20-yrs old or over as of 8/1

**Notes:** The following students are not included in this calculation:

- Pupils age 20 and over whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* deduction.
- Pupils age 20 and over placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* deduction.
- Pupils age 20 and over whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states offering the same attendance privileges to Virginia students are included in the *Tuition in Excess of the Local Share\* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance Privileges* deduction.
- Pupils age 20 and over whose tuition in excess of the local share of operational cost (including any application or processing fees) is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Contiguous Out-of-State Students: without Same Attendance Privileges* deduction.
- Pupils age 20 and over who are part of a virtual program delivered by an approved Multi-division Online Provider are included in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees)* deduction.

## Funded Fall Membership Deductions

### **Pupils in Approved Public Special Education Regional Programs or State-Operated Programs and Institutions**

Students for whom your school division receives state special education categorical funding (except for students for whom you receive state Homebound funding), or who are enrolled in hospitals, detention homes, clinics, or other state-supported institutions (such as the Schools for the Deaf and the Blind, Woodrow Wilson Rehabilitative Center, or the mental health/mental retardation facilities).

**PLEASE NOTE:** Pursuant to §22.1-215, Code of Virginia, Pupils residing in state institutions who are placed within the public schools are also included in this deduction.

### **Student Record Values for *Pupils in Approved Public Special Education Regional Programs or State-Operated Programs and Institutions***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG  Your division is the Responsible Division Either A. Tuition Code = 4 and the Serving Division is between 280 and 299, excluding Division 283* or B. Tuition Code = 2  Primary Disability Code is not blank and is not 15 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y  If special education, under 22-yrs old as of 9/30	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12  Your division is the Responsible Division Either A. Tuition Code = 4 and the Serving Division is between 280 and 299, excluding Division 283* or B. Tuition Code = 2  Primary Disability Code is not blank and is not 15 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y  If special education, under 22-yrs old as of 9/30

\* Pupils attending regional division #283 (Northern Neck Regional Special Education Program) are not included in this deduction because they do not receive state regional tuition funding.

## Funded Fall Membership Deductions

### **Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds**

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds.

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which the state share of tuition costs are funded with Comprehensive Services Act funds **and** who attend classes in the public schools on a part-time basis may be included in Fall Membership on a prorated basis.

If the state share of tuition to a private special education school is paid with Comprehensive Services Act funds, the CSA tuition code (7) is required. Do not use the paid tuition to a private institution code (3) for students placed in a private institution by CSA. Tuition code (3) should only be used for students whose tuition to a private special education program is paid with local funds only. Note: If you are serving a special education student who has an instructional aide funded by CSA, do not use tuition code (7). Since you are serving the student, no tuition code is required for such students.

### **Student Record Values for *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program was Funded with Comprehensive Services Act (CSA) Funds***

#### **Kindergarten**

Grade Code = KA, KP, or KG

Your division is the Responsible Division

Tuition Code = 7

#### **Grades 1-12**

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Responsible Division

Tuition Code = 7

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Fall Membership. The *Pupils for Whom the State Share of Tuition to a Private Special Education or Approved Public Program Was Funded with Comprehensive Services Act (CSA) Funds* calculation is displayed for your information only.

## Funded Fall Membership Deductions

### **Pupils for Whom You Receive Tuition in Excess of the Local Share\* (Including any Application or Processing Fees) from Another School Division in Virginia**

Pupils for whom your school division receives tuition in excess of the local share of operational cost of the serving division (including any application or processing fees) from another school division in Virginia based on a written contract as provided in §22.1-5. C., Code of Virginia.

### **Student Record Values for Pupils for Whom You Receive Tuition in Excess of the Local Share\* (Including any Application or Processing Fees) from Another School Division in Virginia**

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 5	Tuition Code = 5
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 22-yrs old as of 9/30	If special education, under 22-yrs old as of 9/30
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1
Active Code < > V	Active Code < > V

Notes: Pupils for whom you receive tuition in excess of the local share of operational cost of the serving division (including any application or processing fees) from another school division in Virginia who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees)* deduction.

## Funded Fall Membership Deductions

### Inter-state Compact Placement Agreement

Non-resident students placed in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state through an Inter-State Compact placement agreement. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

### Student Record Values for *Inter-state Compact Placement Agreement*

#### Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division

Tuition Code = 9

Active Code < > V

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division

Tuition Code = 9

Active Code < > V

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Fall Membership. *The Inter-state Compact Placement Agreement* calculation is displayed for your information only.

Inter-state Compact Placement Agreement students who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (including any application or processing fees)* deduction.

## Funded Fall Membership Deductions

### **Tuition in Excess of the Local Share\* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance Privileges**

Pursuant to §22.1-5 A.4., Code of Virginia, non-resident students from a contiguous state with the same attendance privileges to Virginia residents are deducted from Fall Membership if the serving school division receives tuition in excess of the local share of operational costs (including any application or processing fees). Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

### **Student Record Values for *Tuition in Excess of the Local Share\** (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance Privileges**

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 13	Tuition Code = 13
Active Code < > V	Active Code < > V

**Notes:** This calculation should only include contiguous out-of-state students with the same attendance privileges for whom your division has received tuition in excess of the local share of operational costs (including any application or processing fees). These students are not included in the Beginning Fall Membership. The *Tuition in Excess of the Local Share\* (Including any Application or Processing Fees) Received from Contiguous Out-of-State Students: with Same Attendance Privileges* calculation is displayed for your information only.

Contiguous Out-of-State Students with the same attendance privileges who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees)* deduction.

## Funded Fall Membership Deductions

### Contiguous Out-of-State Students: without Same Attendance Privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same attendance privileges to Virginia residents are deducted from Fall Membership. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

### Student Record Values for *Contiguous Out-of-State Students: without Same Attendance Privileges*

#### Kindergarten

Grade Code = KA, KP, or KG

Your division is the Serving Division

Tuition Code = 11

Active Code < > V

#### Grades 1-12

Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

Your division is the Serving Division

Tuition Code = 11

Active Code < > V

**Notes:** This calculation should only include contiguous out-of-state students without the same attendance privileges. These students are not included in the Beginning Fall Membership. The *Contiguous Out-of-State Students: without Same Attendance Privileges* calculation is displayed for your information only.

Contiguous Out-of-State Students without the same attendance privileges who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees)* deduction.



## Funded Fall Membership Deductions

### **Non-Contiguous State or Territory Outside of the United States and Foreign Exchange Students Charged with Tuition in Excess of the Local Share\* (Including any Application or Processing Fees)**

Students that do not reside in Virginia and are not from a contiguous state that grants the same attendance privileges to Virginia students.

Foreign exchange students should be included as a Fall Membership deduction if the school division receives tuition in excess of the local share of operational costs (including any application or processing fees) for the student. Pursuant to §22.1-5 A.3., Code of Virginia, if a foreign exchange student has been approved by the local school board, and the school division receives no tuition or tuition less than or equal to the local share of operational costs, then the student should not be included as part of this deduction.

For example: A student from Florida (noncontiguous state) attending school in a school division in Virginia should be included in this deduction.

For example: A foreign exchange student attending school in a school division that receives tuition that is in excess of the local share of operational costs (including any application or processing fees) should be included in this deduction.

For example: A foreign exchange student whose attendance has been approved by the local school board and the school division receives tuition that is less than the local share of operational costs for the student should **NOT** be included in this deduction.

### **Student Record Values for *Non-Contiguous State or Territory Outside of the United States and Foreign Exchange Students Charged with Tuition in Excess of the Local Share\* (Including any Application or Processing Fees)***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG Your division is the Serving Division Tuition Code = 12 Active Code < > V 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y If LEP, under 22-yrs old as of 8/1 If special education, under 22-yrs old as of 9/30 If regular education, under 20-yrs old as of 8/1	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12 Your division is the Serving Division Tuition Code = 12 Active Code < > V 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation or Military Compact Statute Flag = Y If LEP, under 22-yrs old as of 8/1 If special education, under 22-yrs old as of 9/30 If regular education, under 20-yrs old as of 8/1

Non-contiguous State or Territory students who are part of a virtual program delivered by an approved Multi-division Online Provider are not deducted here but in the *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) for Whom You Receive Tuition in Excess of the Local Share\* of the Serving Division (Including any Application or Processing Fees)* deduction.

## Funded Fall Membership Deductions

### **Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) who also Meet One of the Established Deduction Criteria**

Students who are served by a virtual program delivered by an approved Multi-Division Online Provider (MOP) who also meet one of the established deduction criteria. Included in this deduction are students enrolled in a virtual program delivered by a MOP for whom you receive tuition in excess of the local share of the serving division, who are post-graduate students, under age 5, age 20 and over, or placed through an Interstate Compact Placement Agreement.

A Multi-Division Online Provider is:

- a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division
- a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in grades K through 12 through those school boards
- a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division (but ONLY IF more than 10 percent of the students enrolled in online courses are from outside of the division)

### **Student Record Values for Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) who also Meet One of the Established Deduction Criteria**

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Active Code = V	Active Code = V

## Funded Fall Membership Deductions

### Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) who are also Served Full Time in the Responsible School Division

Students who are served full time in a “brick and mortar” school in their home division and also full time by a virtual program delivered by a Multi-Division Online Provider (MOP). These students are a deduction for the division serving in a virtual capacity.

### Student Record Values for *Students Served by a Virtual Program Delivered by a Multi-Division Online Provider (MOP) who are also Served Full Time in the Responsible School Division*

Kindergarten	Grades 1-12
<p>Grade Code = KA, KP, or KG</p> <p>Your division is the Serving Division</p> <p>Tuition Code = 5</p> <p>5-yrs old as of 9/30 or 12/31 if completed readiness evaluation</p> <p>If LEP, under 22-yrs old as of 8/1</p> <p>If special education, under 22-yrs old as of 9/30</p> <p>If regular education, under 20-yrs old as of 8/1</p> <p>Active Code = V</p>	<p>Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12</p> <p>Your division is the Serving Division</p> <p>Tuition Code = 5</p> <p>5-yrs old as of 9/30 or 12/31 if completed readiness evaluation</p> <p>If LEP, under 22-yrs old as of 8/1</p> <p>If special education, under 22-yrs old as of 9/30</p> <p>If regular education, under 20-yrs old as of 8/1</p> <p>Active Code = V</p>

## Funded Fall Membership as of September 30th

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### Funded Fall Membership as of September 30th

The Funded Fall Membership calculation is:

Beginning Fall Membership **plus** Funded Fall Membership additions **minus** Funded Fall Membership deductions.

## Contact Information

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### Educational Information Management Office

For questions regarding the Student Record Collection, how to code specific pupils, and the results of the calculations, please contact Educational Information Management at (804) 786-3112 (option 4) or mail to: [resultshelp@doe.virginia.gov](mailto:resultshelp@doe.virginia.gov).

Details and publications regarding the Student Record Collection can also be found at:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/student\\_record\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml)

### Budget Office

For questions regarding the appropriation act language, Code of Virginia, or Board of Education regulations, please contact Budget Office at (804) 225-2025.