

# 2022-2023 Documentation of a Tuition Cost Rate for Public On-Line Programs, Including On-Line Programs in Public Charter Schools

## Data Elements, Definitions, and Instructions

**Purpose:** The purpose of the application for documentation of a tuition cost rate for a public on-line program is to provide a means for public on-line programs to submit education staff and budget cost line item data necessary for the Department to calculate a tuition cost rate.

**Application Expectation:** Each tuition cost application will include staff employed in:

- 1) Job Code 202-Special Education Teacher who is appropriately licensed and endorsed in special education appropriate for the student disabilities served in the program. A one teacher public on-line program cannot employ a special education teacher on temporary status (TEE) who is not fully licensed and appropriately endorsed in special education.
- 2) Job Code 102-Special Education Director who is appropriately licensed and endorsed in Director of Special Education, this may be a full or part time director employed by the public on-line program, or a director employed on a contractual basis; or Job Code 104 Instructional Supervisor who is appropriately licensed and endorsed in special education appropriate for the student disabilities served in the program.

Staff employed in positions requiring a CDE license will only be included in the tuition cost calculation if they hold a CDE license and endorsement appropriate for the Job Code / Staff Title. All education costs reported in the application are proportionate to students identified with a disability and must be expended (spent or purchased) within the school year of the application. It is not appropriate to report expenses if activities are not fulfilled or items are not purchased within the school year of the application.

The Exceptional Children's Educational Act (ECEA) contains provisions related to costs for educating students with disabilities who enroll in and attend a public on-line program.

**ECEA 9.03(1)(a) Eligible Disabilities:** Vision Impairment, Hearing Impairment, Deaf-Blindness, Serious Emotional Disability, Autism Spectrum Disorder, Traumatic Brain Injury, Multiple Disabilities, or Intellectual Disability.

**ECEA 9.03(1)(b) Indicators of Intensity and Duration of Services:**

(9.03)(1)(b)(i) For schools or programs serving a broad range of children with and without disabilities, tuition shall be owed only for those children with disabilities identified in Section 9.03(1)(a) whose program intensity and duration of services differ significantly from the intensity and duration of services provided by the school or program to children with disabilities not included in Section 9.03(1)(a).

9.03(1)(b)(ii) For schools or programs designed primarily to serve children with disabilities which provide an intensity and duration of services that differ significantly from other programs in the administrative unit of attendance, tuition shall be owed for all students listed in Section 9.03(1)(a).

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### **ECEA 9.05(2)(c) Additional Contract for Contracts Involving Speech-Language Instruction and/or Related Services**

The costs of direct speech-language instruction and related services shall not be included in the on-line program's tuition cost rate. Instead, the cost of those services may be added to the total tuition cost amount. When a child's IEP specifies speech-language instruction and/or related services, the tuition contract must contain the following elements: (refer to 9.05(2)(c)(i) through 9.05(2)(c)(vi))

9.05(2)(c)(vii) If speech-language instruction and/or related services associated with child find are being claimed, then such instruction and/or related services must be included in the on-line program's tuition cost rate.

For additional information and statutory requirements, refer to ECEA Rules, sections 9.03 Responsibility for Tuition Costs, and 9.06 Documentation of Tuition Costs.

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### General Application and Data Entry Requirements

The application for documentation of a tuition cost rate for a public on-line program contains formatted electronic excel forms and workbooks.

The application requires the user to type data into required forms and workbooks. It is not intended for handwritten entry.

#### **Enter data in the following sequence:**

- **Program Identification form** - contains data necessary for tuition cost rate calculations
- **Staff Workbooks** - contains individual staff data which will auto-fill in the summary costs forms containing FTE, base salaries, and employee benefits amounts
- **Program Costs forms** - enter data in editable fields, i.e. Supplies & Materials, Equipment, etc.
- **Program Revenues form** - enter all education revenue amounts applicable to the special education program
- **Tuition cost rate calculation form** - in Row #9 enter the Per Pupil Revenue (PPR) amount for each student served in the program. All other amounts will auto-fill from data contained in the application.

#### **Submission of the tuition cost application to the ESSU Data Management System (DMS), Fiscal Tab**

The application for a Tuition Cost Rate for Public On-Line Programs, including On-Line Programs in Public Charter Schools contains information that must be protected. Submission of the application is through the Exceptional Student Services Unit (ESSU) Data Management System (DMS), a secure site for submission of sensitive information. The application submission must be facilitated by staff at the administrative unit of attendance who has access to the DMS.

Email the CDE Tuition Cost Administrator, Lauren Rossini, at [rossini\\_l@cde.state.co.us](mailto:rossini_l@cde.state.co.us) once the entire application is uploaded to the DMS, Fiscal Tab. The DMS does not have a notification feature. Failure to notify the CDE Tuition Cost Administrator will result in possible delays in processing the application.

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### Staff Workbook Instructions

The Documentation of a Tuition Cost Rate for Public On-Line Programs contains three separate Staff Workbooks. Data reported in the Staff Workbooks are interactive with the program costs forms containing summary staff FTE, base salaries, and employee benefits amounts. Individual data reported in the Staff Workbooks will automatically summarize by Job Code categories and auto-fill in the corresponding Job Code categories in the program costs forms. FTE, base salaries, and employee benefits fields in the program costs forms are non-editable and cannot be typed into.

**Staff Workbook - Special Education Instructional and Support** - use to enter data on all instructional and support staff positions summarized in the Special Education Program Costs Instructional and Support forms

**Staff Workbook - Regular Education and Administration** - use to enter data on all regular education and administration staff positions summarized in the Regular Education and Other Educational Program Costs form

**Staff Workbook - General Category Codes** - use to enter data on staff positions summarized in general category codes:

- 200PS-Personal Services (Instructional form, Purchased Services section)
- 300-Other Professionals (Support form)
- 300PS-Other Professionals (Support form, Purchased Services section)

A specific staff title is required for each staff reported in any of the general category codes. CDE licensing requirements may apply depending on the actual assignment of the staff.

**NOTE:** A tuition cost application is considered “incomplete” if staff social security numbers are not provided.

**NOTE:** The CDE Administrator responsible for the Documentation of a Tuition Cost Rate for Public On-Line Programs, including On-Line Programs in Public Charter Schools application will use the provided Social Security Numbers to verify CDE licensing records in Educator Licensing’s online data system. Only those staff who hold a valid and appropriate CDE license, if required for the Job Code Category, will be approved for inclusion in the tuition cost rate calculation.

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## Data Elements, Definitions, and Instructions

### STAFF WORKBOOK - SPECIAL EDUCATION INSTRUCTIONAL AND SUPPORT

**STAFF WORKBOOK - REGULAR EDUCATION AND ADMINISTRATION** - enter the following data for each staff:

- Job Code (drop-down) - select the job code appropriate for the assignment from the drop-down list
- First Name
- Last Name
- Social Security Number - enter the entire 9-digit SSN (necessary for CDE Administrator to verify licensing records)
- FTE
- Base Salary
- Employee Benefits
- CDE License - enter the staff's CDE license information
  - Type - the staff's license type (TCH-teacher, SSP-special service provider, ADM-administrator, TEE-temporary, etc.)
  - Endorsement - the endorsement on the staff's license (Special Education Generalist, Director of Special Education, etc.)
  - Expiration Date - the expiration date of the staff's license in mm/dd/yyyy format
  - indicate N/A in the Type field if a CDE license is not required for the Job Code

**STAFF WORKBOOK - GENERAL CATEGORY CODES** - enter the following data for each staff:

- General Category Code (drop-down) - select the general category code appropriate for the assignment from the drop-down list
- Staff Title (**Required**) - enter the title of the position assignment
- First Name
- Last Name
- Social Security Number - enter the entire 9-digit SSN (necessary for CDE Administrator to verify licensing records)
- FTE
- Base Salary
- Employee Benefits
- CDE License - enter the staff's CDE license information
  - indicate N/A in the Type field if a CDE license is not required for the Job Code/Staff Title

**NOTE:** Due to the uniqueness of the positions reported in General Category Codes, staff cannot be assigned to a specific Job Code category. A specific Staff Title is required for each staff assigned to a General Category Code. The CDE Administrator will review the Staff Title for each staff reported in a General Category Code to determine if a CDE license is required.

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## Data Elements, Definitions, and Instructions

### Staff Data Elements, Job Codes and Definitions

**Job Code / Staff Title Definition** - Unique Job Code and title per the specific duties and responsibilities of an assignment.

The job codes / staff titles contained within the application are consistent with job codes / staff titles reported in all special education data collections, per the CDE Chart of Accounts. Allowable job codes / staff titles are those appropriate for public on-line programs serving students with a disability.

**First Name** - The first name of the staff reported in the Job Code / Staff Title.

**Last Name** - The last name of the staff reported in the Job Code / Staff Title.

**Social Security Number** - A nine (9) digit number, unique to each individual, used to verify appropriate CDE license / endorsement for the reported Job Code / Staff Title.

**FTE Definition** - The number of total hours worked divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 is equivalent to a full-time position. If the staff's hire is later than the begin date of the program, the FTE must be prorated in accordance with the actual hire date. If staff has multiple assignments, separate records are reported for each Job Code / Staff Title. Each Job Code / Staff Title record must contain the FTE attributed to that assignment.

**Base Salary Definition** - The annual contract salary an individual is paid excluding the amount of employee benefits. Salary must be prorated per the reported FTE based on the actual hire date. If staff has multiple assignments, separate records are reported for each Job Code / Staff Title. Each Job Code / Staff Title record must contain the portion of salary attributed to that assignment.

**Employee Benefits Definition** - The annual compensation provided to employees including social security, group insurance (health, dental, and life), unemployment / workers compensation, pension plan, etc.

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**Job Code / Staff Title** - The following table contains the duties and responsibilities of each Job Code / Staff Title contained in the tuition cost application.

<b>ADMINISTRATOR</b>			
An administrator is an individual who performs responsibilities associated with executive management, administrative leadership and organization direction and is responsible for developing, directing and interpreting policies or regulations.			
<b>102</b>	<b>Special Education Director</b>	Performs high-level executive management functions in the areas of administration and instruction.	Support
<b>104A or 104B</b>	<b>Assistant Director of Special Education or Special Education Supervisor</b>	Performs professional management, administrative, research, analytical, and/or supervisory services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, and curriculum development.	Support
<b>PROFESSIONAL-INSTRUCTIONAL</b>			
Performs duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology.			
<b>CLASSROOM INSTRUCTION</b>			
<b>200</b>	<b>Personal Services</b>	General Category Code. If Personal Services pertains to staff, a specific job title must be provided in the staff workbook.	Instructional Purchased Services
<b>201</b>	<b>Teacher, Regular</b>	Provides learning experiences and care to students during a particular time period or in a given discipline.	Regular Education
<b>202</b>	<b>Teacher, Special Education</b>	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Instructional
<b>204</b>	<b>Teacher, Permanent Substitute</b>	Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	Regular Education
<b>INSTRUCTIONAL SUPPORT</b>			
<b>211</b>	<b>Counselor</b>	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Regular Education

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OTHER SUPPORT			
<b>231 or 231PS</b>	<b>Audiologist</b> (Child Find only)	Provides services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.	Support or Support Purchased Services
<b>233 or 233PS</b>	<b>School Nurse, Registered Nurse</b> (Child Find only)	Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with state law.	Support or Support Purchased Services
<b>234 or 234PS</b>	<b>Occupational Therapist</b> (Child Find only)	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Support or Support Purchased Services
<b>235 or 235PS</b>	<b>Physical Therapist</b> (Child Find only)	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Support or Support Purchased Services
<b>236 or 236PS</b>	<b>Psychologist</b> (Child Find only)	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Support or Support Purchased Services

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<b>237 or 237PS</b>	<b>Social Worker</b> (Child Find only)	Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Support or Support Purchased Services
<b>238</b>	<b>Speech-Language Pathologist</b> (Child Find only)	Diagnoses specific speech or language impairments, and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Instructional
<b>PROFESSIONAL-OTHER</b>			
Individuals who perform managerial or supervisory activities or perform assignments requiring a high degree of knowledge and skills which have been obtained through advanced education, training, or experience but not requiring skills in the field of instructional education.			
<b>PROFESSIONAL SUPPORT</b>			
<b>300 or 300PS</b>	<b>Other Professionals</b>	General Category Code. A specific job title must be provided in the staff workbook.	Support or Support Purchased Services
<b>322</b>	<b>Administrative/Executive Assistant</b>	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Administration
<b>323</b>	<b>Admissions Officer</b>	Examines academic records of students to determine eligibility of graduation or for entrance to school.	Administration
<b>329</b>	<b>Benefits Specialist</b>	Organizes and provides information to employees about organizational fringe benefits.	Administration
<b>344</b>	<b>Personnel Officer</b>	Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Administration

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<b>COMPUTER TECHNOLOGY</b>			
<b>380</b>	<b>System Administration</b>	Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (e.g. Network Administrator, Data Base Administrator, Operating System Administrator, Technology Administrator (small district), Specialized Software Administrator (transportation, library, student information, etc.)	Administration
<b>381</b>	<b>System Development</b>	Primary functions are analysis, design, development, and implementation of software solutions. (e.g. Programmers (web, data, applications, telecommunications, etc.), System Analysts/designers, Project Coordinators.	Administration
<b>382</b>	<b>Systems Support</b>	Primary functions are to install, configure and maintain hardware and software and provide training and support for users of them. (e.g. Desktop Support, Trainers, Computer Operator, Computer Technician, Applications Support Specialist, Specialized Software Support (transportation, library, student information, etc.), Installers (wiring, telecommunications), instructional Technology Support.	Administration
<b>OFFICE/ADMINISTRATIVE SUPPORT</b>			
Performs activities associated with data collection, recording and retrieval, preparing, transferring, systematizing, or preserving communications, records, and transactions.			
<b>502</b>	<b>Human Resources/Personnel</b>	Performs activities supporting personnel functions for an organization.	Administration
<b>506A or 506B</b>	<b>General Office/Secretary</b>	Perform such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.	Support or Administration
<b>509</b>	<b>Office Manager/Supervisor</b>	Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.	Administration
<b>515</b>	<b>Records Clerk/Data Entry</b>	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Administration

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### Application Instructions

#### PROGRAM IDENTIFICATION

##### ON-LINE PROGRAM IDENTIFICATION

**Name of Public On-Line Program** - Enter the name of the public on-line program for which the tuition cost application is being submitted.

**Administrative Unit** - Enter the name of the administrative unit in which the public on-line program operates. An administrative unit is a school district, board of cooperative services, multi-district administrative unit, or the Colorado Charter School Institute, providing educational services to students identified with a disability.

**Authorizing School District** - Enter the name of the local school district in which the public on-line program operates.

**Address** - Enter the physical address of the public on-line program.

**Contact Person** - Enter the first and last name of the contact person responsible for the submission of the public on-line program tuition cost application. This is the person CDE will contact if there are questions or concerns with the tuition cost application.

**Phone Number** - Enter the 10-digit phone number of the contact person.

**Email Address** - Enter a valid email address for the contact person.

**Number of Program Days for the School Year** - Enter the number of program days the public on-line program operates its school year program, typically this is 180 days.

**School Year Begin Date** - Enter the begin date of the school year program, this must include the actual month and date the program begins.

**School Year End Date** - Enter the end date of the school year program, this must include the actual month and date the program ends.

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**Estimated Average Number of Students (both regular and special education) to be served in the school year for which the tuition cost application is being submitted** - Enter the estimated number of all students enrolled in the public on-line program's school year program.

**Estimated Average Number of Students with Disabilities to be served in the school year for which the tuition cost application is being submitted** - Enter the estimated number of students with disabilities enrolled in the public on-line program's school year program.

### **CERTIFICATION OF INFORMATION BY ON-LINE PROGRAM**

**Signature** - Provide the original signature of the person at the public on-line program responsible for the tuition cost application. By signing this form, the public on-line program representative certifies that the information contained in the tuition cost application is, to the best of his/her knowledge, complete and accurate.

**Date** - Provide the signature date of the person at the public on-line program.

**Title** - Provide the title of the person at the public on-line program.

### **CERTIFICATION OF INFORMATION BY DIRECTOR OF SPECIAL EDUCATION OF ADMINISTRATIVE UNIT OF ATTENDANCE**

**Signature** - Provide the original signature of the director of special education at the administrative unit in which the public on-line program operates and who is responsible for the tuition cost application. By signing this form, the director of special education certifies that staff data contained in the forms is supported by detailed staff FTEs and salaries in the staff workbook and are reasonably consistent with the ratios for the administrative unit, and that the budgeted costs and revenues accurately reflect the special education budget for the public on-line program, and that all revenue sources have been identified.

**Date** - Provide the signature date of the administrative unit's director of special education.

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### SPECIAL EDUCATION PROGRAM COSTS – INSTRUCTIONAL

#### SECTION I: INSTRUCTIONAL

**SALARIED INSTRUCTIONAL STAFF** - The total FTE, base salaries and employee benefits amount per Job Code categories will auto-fill based on the individual data reported in the Instructional and Support staff workbook. The FTE, base salaries and employee benefits fields in the Instructional form are non-editable fields.

**SUBTOTAL INSTRUCTIONAL** - The sum of salaried staff FTE, base salaries and employee benefits will auto-fill based on the individual amounts in the instructional section.

#### **INSTRUCTIONAL PURCHASED SERVICES**

**Personal Services** - The total FTE and base salaries amount will auto-fill based on the individual data reported in the General Category Codes staff workbook. Staff identified as Personal Services who, due to the uniqueness of their position, cannot be assigned to an existing Job Code / Staff Title. Individual staff titles must be provided in the text box in the staff workbook. Depending on the title of the assignment, CDE licensing requirements may apply.

**Staff Travel** - Enter the cost of staff travel for instructional staff. Staff travel may include budgeted amounts for travel, registration/entrance fees or mileage.

**Other Instructional Special Education Services Purchased from the Administrative Unit of Attendance (Specify)** - Enter the cost of these services and provide detail on the specific instructional services purchased from the administrative unit of attendance, including the individual cost amount attributed to each service. A section to record these services and costs is provided at the bottom of the Instructional Program Costs form.

**SUBTOTAL INSTRUCTIONAL PURCHASED SERVICES** - The sum total of purchased services staff FTEs, base salaries and costs will auto-fill based on the individual amounts in the instructional purchased services section.

**SUPPLIES & MATERIALS** - Enter the cost of instructional supplies and materials specific to students identified with a disability.

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**SPECIALIZED EQUIPMENT (Attach Itemized Description)** - Enter the cost of instructional specialized equipment specific to students identified with a disability. If a cost amount for specialized equipment is reported, you must submit a supplemental attachment identifying each type of specialized equipment including the individual cost amount.

**TOTAL INSTRUCTIONAL** - The sum total of all FTEs, base salaries/costs and employee benefits will auto-fill based on the amounts included in Section I: INSTRUCTIONAL.

### **SPECIAL EDUCATION PROGRAM COSTS - SUPPORT**

#### **SECTION II: SUPPORT**

**SALARIED SUPPORT STAFF** - The total FTE, base salaries and employee benefits amount per Job Code categories will auto-fill based on the individual data reported in the Instructional and Support staff workbook. The FTE, base salaries and employee benefits fields in the Support form are non-editable fields.

**SUBTOTAL SUPPORT** - The sum of salaried staff FTE, base salaries and employee benefits will auto-fill based on the individual amounts in the support section.

#### **SUPPORT PURCHASED SERVICES**

**PURCHASED SERVICES STAFF** - The total FTE and base salaries amount of purchased services staff per Job Code categories will auto-fill based on the individual data reported in the Instructional and Support staff workbook.

**Other Professionals** - The total FTE and base salaries amount will auto-fill based on the individual data reported in the General Category Codes staff workbook. Staff identified as Other Professionals who, due to the uniqueness of their position, cannot be assigned to an existing Job Code / Staff Title. Individual staff titles must be provided in the text box in the staff workbook. Depending on the title of the assignment, CDE licensing requirements may apply.

**Staff Travel** - Enter the cost of staff travel for support staff. Staff travel may include budgeted amounts for travel, registration/entrance fees or mileage.

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**Other Support Special Education Services Purchased from the Administrative Unit of Attendance (Specify)** - Enter the cost of these services and provide detail on the specific support services purchased from the administrative unit of attendance, including the individual cost amount attributed to each service. A section to record these services and costs is provided at the bottom of the Support Program Costs form.

**SUBTOTAL SUPPORT PURCHASED SERVICES** - The sum total of purchased services staff FTEs, base salaries and costs will auto-fill based on the individual amounts in the support purchased services section.

**SUPPLIES and MATERIALS** - Enter the cost of support supplies and materials specific to students identified with a disability.

**SPECIALIZED EQUIPMENT (Attach Itemized Description)** - Enter the cost of support specialized equipment specific to students identified with a disability. If a cost amount for specialized equipment is reported, you must submit a supplemental attachment identifying each type of specialized equipment including the individual cost amount.

**TOTAL SUPPORT** - The sum total of all FTEs, base salaries/costs and employee benefits will auto-fill based on the amounts included in Section II: SUPPORT.

**TOTAL INSTRUCTIONAL & SUPPORT** - The total of all FTEs, base salaries/costs and employee benefits will auto-fill based on the amounts included in the Instructional and Support Program Costs forms.

**GRAND TOTAL INSTRUCTIONAL & SUPPORT** - The grand total amount of all base salaries/costs and employee benefits will auto-fill based on the amounts in the Total Instructional & Support summary row. The Grand Total Instructional & Support amount in the Support Program Costs form is the amount that will auto-fill in Row 1 of the tuition cost rate calculation form.

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### REGULAR EDUCATION AND OTHER EDUCATIONAL PROGRAM COSTS

#### ADMINISTRATION

**Staff Salaries** - The total FTE, base salaries and employee benefits amount will auto-fill based on the individual data reported in the Regular Education and Administration staff workbook. The FTE, base salaries and employee benefits amount for Administration staff are proportionate to the special education program operated by the public on-line program and are typically not full time. The FTE, base salaries and employee benefits fields in the Administration section, Regular Education and Other Educational Program Costs form are non-editable fields.

Staff Job Codes included in the Administration category are:

- 322 Administrative/Executive Assistant
- 323 Admissions Officer
- 329 Benefits Specialist
- 344 Personnel Officer
- 380 System Administration
- 381 System Development
- 382 System Support
- 502 Human Resources/Personnel
- 506B - General Office/Secretary
- 509 Office Manager/Supervisor
- 515 Records Clerk/Data Entry

**Staff Travel** - Enter the cost of staff travel for administration staff proportionate to the special education program operated by the public on-line program. Staff travel may include budgeted amounts for travel, registration/entrance fees or mileage.

**Communication** - Enter the cost of communication for administration staff, typically telephone, facsimile services, and postage, proportionate to the special education program operated by the public on-line program.

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**Legal Services** - Enter the cost of legal services incurred by the public on-line program proportionate to the special education program in the areas:

- Policy and Procedural Manuals
- Staff and Student Handbooks/Contracts
- HIPAA Policy and Practice Guidelines
- Public Relations/Program Awareness

**Insurance and Bonding** - Enter the cost of insurance and bonding premiums proportionate to the special education program operated by the public on-line program.

**Board Expenses** - Enter the cost of local board expenses proportionate to the special education program operated by the public on-line program.

**Other Administrative Services Purchased from the Administrative Unit of Attendance (Specify)** - Enter the cost of these services and provide detail on the specific administrative services purchased from the administrative unit of attendance, including the individual cost amount attributed to each service. A section to record these services and costs is provided at the bottom of the Regular Education and Other Educational Program Costs form.

**SUBTOTAL ADMINISTRATION** - The sum of salaried staff FTE, base salaries/costs and employee benefits will auto-fill based on the individual amounts in the administration section.

**OCCUPANCY COSTS (Attach Itemized Description of how costs were determined)** - Includes applicable proportionate costs of the special education program operated by the public on-line program.

**SUBTOTAL OCCUPANCY COSTS**- The sum of occupancy costs reported in the occupancy section.

### REGULAR EDUCATION

**Staff Salaries** - The total FTE, base salaries and employee benefits amount will auto-fill based on the individual data reported in the Regular Education and Administration staff workbook. The FTE, base salaries and employee benefits amount for Regular Education staff are proportionate to services provided to students in the special education program operated by the public on-line program. The FTE, base salaries and employee benefits fields in the staff category sections, Regular Education and Other Educational Program Costs form are non-editable fields.

# 2022-2023 Documentation of a Tuition Cost Rate for Public On-Line Programs, Including On-Line Programs in Public Charter Schools

## Data Elements, Definitions, and Instructions

**Communication** - Enter the cost of communication for regular education staff, typically telephone, facsimile services, and postage, proportionate to the special education program operated by the public on-line program.

**Textbooks** - Enter the cost of regular education textbooks proportionate to the special education program operated by the public on-line program.

**Curriculum (Attach Itemized Description)** - Enter the cost of regular education curriculum proportionate to the special education program operated by the public on-line program. If a cost amount for regular education curriculum is reported, you must submit a supplemental attachment identifying each type of regular education curriculum including the individual cost amount. Curriculum costs must be prorated over the life of the course.

**Equipment (Attach Itemized Description)** - Enter the cost of regular education equipment proportionate to the special education program operated by the public on-line program; typically this would be the expense of a copy machines or other equipment in support of the on-line program. If a cost amount for equipment is reported, you must submit a supplemental attachment identifying each type of equipment including the individual cost amount. Equipment costs must be prorated over the life of the equipment.

**Equipment Lease** - Enter the lease cost of regular education equipment proportionate to the special education program operated by the public on-line program; typically this would be the expense of a copy machines or other equipment in support of the on-line program.

**Equipment Repair and Maintenance** - Enter the cost of regular education equipment repair and maintenance proportionate to the special education program operated by the public on-line program; typically this would be the repair and maintenance cost of a copy machine or other equipment in support of the on-line program.

**Staff Travel** - Enter the cost of staff travel for regular education staff proportionate to the special education program operated by the public on-line program. Staff travel may include budgeted amounts for travel, registration/entrance fees or mileage.

**Staff Development** - Enter the cost of staff development activities provided to regular education staff reported in the tuition cost application that are applicable to services and programs for students identified with a disability.

**SUBTOTAL REGULAR EDUCATION** - The sum of salaried staff FTE, base salaries/costs and employee benefits will auto-fill based on the individual amounts in the regular education section.

# 2022-2023 Documentation of a Tuition Cost Rate for Public On-Line Programs, Including On-Line Programs in Public Charter Schools

## Data Elements, Definitions, and Instructions

**TOTAL REGULAR EDUCATION AND OTHER EDUCATION COSTS** - The total of all FTEs, base salaries/costs and employee benefits will auto-fill based on the amounts included in the Regular Education and Other Educational Program Costs form.

**GRAND TOTAL REGULAR EDUCATION AND OTHER EDUCATION COSTS** - The grand total amount of all base salaries/costs and employee benefits will auto-fill based on the amounts in the Total Regular Education and Other Education Costs summary row. The Grand Total Regular Education and Other Education Costs amount in the Regular Education and Other Educational Program Costs form is the amount that will auto-fill in Row 4 of the tuition cost rate calculation form.

### EDUCATION PROGRAM REVENUES

#### SPECIAL EDUCATION REVENUES

**Exceptional Children's Educational Act (ECEA)** - Enter the amount of ECEA revenues attributed to the estimated average number of students with disabilities to be served in the school year of the tuition cost application.

**Part B of the Individual with Disabilities Education Act (IDEA)** - Enter the amount of IDEA revenues attributed to the estimated average number of students with disabilities to be served in the school year of the tuition cost application.

**Other Special Education Revenues (Specify)** - Enter the amount of other special education revenues attributed to the estimated average number of students with disabilities to be served in the school year of the tuition cost application. A section to record the other special education revenues is provided at the bottom of the Education Program Revenues form.

**TOTAL SPECIAL EDUCATION REVENUES** - Enter the total amount of special education revenues included in the special education revenues section.

**OTHER EDUCATION PROGRAM REVENUES (not including PPR) (Specify)** - Enter the total amount of other education revenues not including PPR. A section to record the other education revenues is provided at the bottom of the Education Program Revenues form.

**GRAND TOTAL EDUCATION PROGRAM REVENUES** - Enter the grand total amount of all education program revenues included in the special education revenues and other education revenues sections.

# 2022-2023 Documentation of a Tuition Cost Rate for Public On-Line Programs, Including On-Line Programs in Public Charter Schools

## Data Elements, Definitions, and Instructions

### CALCULATION OF A TUITION COST RATE FOR PUBLIC ON-LINE PROGRAMS, INCLUDING ON-LINE PROGRAMS IN PUBLIC CHARTER SCHOOLS

#### OPTION 1 (for programs with high percentages of students with disabilities)

Final form in the tuition cost application used to calculate the daily tuition cost rate per student with disabilities served at a public on-line program.

#### TUITION COST RATE CALCULATION

**ROW 1-Total special education costs (Instructional & Support)** - total cost amount is auto-filled from the SUPPORT form

**ROW 2-Total special education revenues** - total revenue amount is auto-filled from the REVENUES form

**ROW 3-Total special education costs above applicable revenues** - amount is auto-filled by subtracting the total special education revenue amount in Row 2 from the total special education cost amount in Row 1

**ROW 4-Total regular education and other education costs** - total cost amount is auto-filled from the REGULAR EDUCATION AND OTHER EDUCATIONAL PROGRAM COSTS form

**ROW 5-Total other education revenues** - total revenue amount is auto-filled from the REVENUES form

**ROW 6-Total regular education and other education costs above applicable revenues** - amount is auto-filled by subtracting the other education revenue amount in Row 5 from the total regular education and other education cost amount in Row 4

**ROW 7-Total education costs above applicable revenues** - amount is auto-filled by adding the total special education costs above applicable revenues amount in Row 3 to the total regular education and other education costs above applicable revenues amount in Row 6

**ROW 8-Special education percentage of total education costs above applicable revenues** - amount is auto-filled by dividing the total special education costs above applicable revenues amount in Row 3 by the total education costs above applicable revenues amount in Row 7

**ROW 9-State minimum per pupil revenue (PPR)** - CDE enters the amount of the state minimum PPR received for each student

**ROW 10-PPR to be applied as a revenue for special education costs** - amount is auto-filled by multiplying the special education percentage of total education costs above applicable revenues amount in Row 8 by the per pupil revenue (PPR) amount in Row 9

# 2022-2023 Documentation of a Tuition Cost Rate for Public On-Line Programs, Including On-Line Programs in Public Charter Schools

## Data Elements, Definitions, and Instructions

**ROW 11-Estimated average number of students with disabilities** - the estimated average number of students with disabilities to be served in the public on-line program for the school year is auto-filled from the PROGRAM IDENTIFICATION form

**ROW 12-Special Education cost per student with disabilities** - amount is auto-filled by dividing the total special education costs above applicable revenues amount in Row 3 by the estimated average number of students with disabilities to be served in the public on-line program in Row 11

**ROW 13-Tuition cost per student with disabilities** - amount is auto-filled by subtracting the PPR to be applied as a revenue for special education costs amount in Row 10 from the special education cost per student with disabilities to be served in the public on-line program in Row 12

**ROW 14-Number of program days for the school year** - the number of program days the public on-line program operates its school year program is auto-filled from the PROGRAM IDENTIFICATION form

**ROW 15-Daily tuition cost per student with disabilities** - the daily tuition cost rate per student with disabilities is auto-filled by dividing the tuition cost per student with disabilities amount in Row 13 by the number of program days the public on-line program operates its school year program in Row 14

### **OPTION 2 (for programs with low percentages of students with disabilities)**

**Final form in the tuition cost application used to calculate the daily tuition cost rate per student with disabilities served at a public on-line program.**

### **TUITION COST RATE CALCULATION**

**ROW 1-Total special education costs (Instructional & Support)** - total cost amount is auto-filled from the SUPPORT form

**ROW 2-Total special education revenues** - total revenue amount is auto-filled from the REVENUES form

**ROW 3-Total special education costs above applicable revenues** - amount is auto-filled by subtracting the total special education revenue amount in Row 2 from the total special education cost amount in Row 1

**ROW 4-50 Percent of special education costs above applicable revenues** - amount is auto-filled by dividing in half the total special education costs above applicable revenues amount in Row 3

**ROW 5- Estimated average number of students with disabilities** - the estimated average number of students with disabilities to be served in the public on-line program for the school year is auto-filled from the PROGRAM IDENTIFICATION form

# 2022-2023 Documentation of a Tuition Cost Rate for Public On-Line Programs, Including On-Line Programs in Public Charter Schools

## Data Elements, Definitions, and Instructions

**ROW 6-Adjusted special education cost per student with disabilities** - amount is auto-filled by dividing the 50 percent of total special education costs above applicable revenues amount in Row 4 by the estimated average number of students with disabilities to be served in the public on-line program in Row 5

**ROW 7-Number of program days for the school year** - the number of program days the public on-line program operates its school year program is auto-filled from the PROGRAM IDENTIFICATION form

**ROW 8-Daily tuition cost per student with disabilities** - the daily tuition cost rate per student with disabilities is auto-filled by dividing the adjusted special education cost per student with disabilities amount in Row 6 by the number of program days the public on-line program operates its school year program in Row 7

### Post-Application Submission – CDE Process

The CDE Administrator responsible for the Documentation of a Tuition Cost Rate for Public On-Line Programs, including On-Line Programs in Public Charter Schools application will review the content of the tuition cost application to ensure data validity and accuracy. The CDE Administrator will verify CDE licensing records for all staff reported in Job Codes requiring a CDE license. If staff does not hold a valid and appropriate CDE license for the reported Job Code, the FTE, base salaries and employee benefits amount for the position are deducted from the tuition cost rate calculation.

CDE documents prepared for submission to the State Board of Education for approval of current school year tuition cost rates.