

2021-2022 Documentation of a Tuition Cost Rate for Public On-Line Programs - 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 an area of 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 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.

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. When a child with a disability enrolls in and attends a public on-line program, the district of residence is responsible for paying the excess costs incurred in educating the student based on costs reported to the Department for the establishment of a tuition cost rate.

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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 for each individual, used to verify appropriate CDE license / endorsement for the reported Job Code / Staff Title.

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

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.

ADMINISTRATOR			
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. Including, executing those policies or regulations through the direction of individuals at all levels.			
102	Special Education Director	Performs high-level executive management functions in the areas of administration and instruction.	Support
104	Instructional Supervisor, Assistant Director of Special Education	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
PROFESSIONAL-INSTRUCTIONAL			
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.			
CLASSROOM INSTRUCTION			
200	Personal Services	General Category Code. If Personal Services pertains to staff, a specific job title must be provided in the staff workbook.	Instructional Purchased Services
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.	Regular Education
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Instructional
204	Teacher, Permanent Substitute	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

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INSTRUCTIONAL SUPPORT			
211	Counselor	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
OTHER SUPPORT			
231	Audiologist	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
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with state law.	Support
234	Occupational Therapist	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
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Support

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236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Support
237	Social Worker	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
238	Speech-Language Pathologist	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
PROFESSIONAL-OTHER			
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.			
PROFESSIONAL SUPPORT			
300	Other Professionals	General Category Code. A specific job title must be provided in the staff workbook.	Support
322	Administrative/Executive Assistant	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Administration
323	Admissions Officer	Examines academic records of students to determine eligibility of graduation or for entrance to school.	Administration
329	Benefits Specialist	Organizes and provides information to employees about organizational fringe benefits.	Administration

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344	Personnel Officer	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
COMPUTER TECHNOLOGY			
380	System Administration	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
381	System Development	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
382	Systems Support	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
OFFICE/ADMINISTRATIVE SUPPORT			
Performs activities associated with data collection, recording and retrieval, preparing, transferring, systematizing, or preserving communications, records, and transactions.			
500	Other Non-Licensed Personnel	General Category Code. A specific job title must be provided in the staff workbook.	Support
502	Human Resources/Personnel	Performs activities supporting personnel functions for an organization.	Administration

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506	General Office/Secretary	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
509	Office Manager/Supervisor	Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.	Administration
515	Records Clerk/Data Entry	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

FORM A

ON-LINE PROGRAM IDENTIFICATION

Name of 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, that is providing educational services to students identified with a disability.

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.

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

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 date the person at the public on-line program signed Form A.

Title - Provide the title of the person at the public on-line program who signed Form A.

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 date the director of special education at the administrative unit of attendance signed Form A.

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FORM B1

SECTION I: INSTRUCTIONAL

SALARIED INSTRUCTIONAL STAFF - Provide data on instructional staff positions to be included in the tuition cost application. In the staff workbook, required data includes Job Code / Staff Title, first name, last name, social security number, FTE, base salary and employee benefits. **NOTE:** Staff employed in positions requiring a CDE license will only be included in the tuition cost calculation if they hold a CDE license / endorsement appropriate for the Job Code / Staff Title.

SALARIES - Enter the total FTE and salaries amount reported for staff in each Job Code/ Staff Title category. The amounts reported on Form B1 must equal the total of the individual FTEs and salaries reported in the staff workbook for each Job Code / Staff Title category.

TOTAL INSTRUCTIONAL SALARIES - Enter the total of staff FTEs and salaries included in the instructional salaries section.

INSTRUCTIONAL EMPLOYEE BENEFITS - Enter the total amount of instructional employee benefits. The amount reported on Form B1 must equal the total of the individual benefits reported in the staff workbook.

INSTRUCTIONAL PURCHASED SERVICES

Personal Services - Enter the total FTE and salaries for 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 identified in the text box in the staff workbook. The amount reported on Form B1 must equal the total of the individual FTEs and salaries reported 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 being purchased from the administrative unit, including the individual cost amount attributed to each service. A section to record these services and costs is provided at the bottom of Form B1.

TOTAL INSTRUCTIONAL PURCHASED SERVICES - Enter the total of staff FTEs, salaries and costs included in the instructional purchased services section.

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

SPECIALIZED EQUIPMENT (Attach Breakdown) - 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 - Enter the total of all FTEs, salaries and costs included in Section I: INSTRUCTIONAL.

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FORM B2

SECTION II: SUPPORT

SALARIED SUPPORT STAFF - Provide data on support staff positions to be included in the tuition cost application. In the staff workbook, required data includes Job Code / Staff Title, first name, last name, social security number, FTE, base salary and employee benefits. **NOTE:** Staff employed in positions requiring a CDE license will only be included in the tuition cost calculation if they hold a CDE license / endorsement appropriate for the Job Code / Staff Title.

SALARIES - Enter the total FTE and salaries amount reported for staff in each Job Code/ Staff Title category. The amount reported on Form B2 must equal the total of the individual FTEs and salaries reported in the staff workbook for each Job Code / Staff Title category.

TOTAL SUPPORT SALARIES - Enter the total of staff FTEs and salaries included in the support salaries section.

SUPPORT EMPLOYEE BENEFITS - Enter the total amount of support employee benefits. The amount reported on Form B2 must equal the total of the individual benefits reported in the staff workbook.

SUPPORT PURCHASED SERVICES

PURCHASED SERVICES SUPPORT STAFF - Provide data on purchased services support staff positions to be included in the tuition cost application. In the staff workbook, required data includes Job Code / Staff Title, first name, last name, social security number, FTE and the contracted salary amount. The amount reported on Form B2 must equal the total of the individual FTEs and salaries reported in the staff workbook for each Job Code / Staff Title category. **NOTE:** Staff employed in positions requiring a CDE license will only be included in the tuition cost calculation if they hold a CDE license / endorsement appropriate for the Job Code / Staff Title.

Other Professionals - Enter the total FTE and salaries of staff identified as Other Professionals who, due to the uniqueness of their position, cannot be assigned an existing Job Code / Staff Title. Individual staff titles must be identified in the text box in the staff workbook. The amount reported on Form B2 must equal the total of the individual FTEs and salaries reported 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 being purchased from the administrative unit, including the individual cost amount attributed to each service. A section to record these services and costs is provided at the bottom of Form B2.

TOTAL SUPPORT PURCHASED SERVICES - Enter the total of staff FTEs, salaries and costs included 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 Breakdown) - 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 - Enter the total of all FTEs, salaries and costs included in Section II: SUPPORT.

GRAND TOTAL INSTRUCTIONAL & SUPPORT - Enter the grand total of all FTEs, salaries and costs included in the instructional and support sections.

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FORM C

REGULAR EDUCATION and OTHER EDUCATION COSTS

ADMINISTRATION

Staff Salaries - Provide data on administration staff positions to be included in the tuition cost application. In the staff workbook, required data includes Job Code / Staff Title, first name, last name, social security number, FTE, base salary and employee benefits. Enter the total FTE and salaries amount reported for staff in each Job Code/ Staff Title category. The amount reported on Form C must equal the total of the individual FTEs and salaries reported in the staff workbook for each Job Code / Staff Title category. **NOTE:** Staff employed in positions requiring a CDE license will only be included in the tuition cost calculation if they hold a CDE license / endorsement appropriate for the Job Code / Staff Title.

Employee Benefits - Enter the total amount of administration employee benefits. The amount reported on Form C must equal the individual amounts reported in the staff workbook.

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

Legal Fees - Enter the cost of legal fees incurred by the public on-line program proportionate to the special education program in the areas of policy and procedural manuals, staff and student handbooks/contracts and HIPAA policy and practice guidelines.

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

Public Relations - Enter the cost of public relations activities 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 (Attach Breakdown) - Enter the cost amount of these services and provide detail on the specific administrative services being purchased from the administrative unit of attendance. If a cost amount for other administrative services purchased from the administrative unit of attendance is reported, you must submit a supplemental attachment identifying each type of purchased administrative service including the individual cost amount.

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TOTAL ADMINISTRATION - Enter the total of all FTEs, salaries and costs included in the administration section.

OCCUPANCY- EDUCATION AND SUPPORT SERVICES - Attach an itemized description of how occupancy costs were determined for the public on-line program.

REGULAR EDUCATION

Staff Salaries - Provide data on regular education staff positions to be included in the tuition cost application. In the staff workbook, required data includes Job Code / Staff Title, first name, last name, social security number, FTE, base salary and employee benefits. Enter the total FTE and salaries amount reported for staff in each Job Code/ Staff Title category. The amount reported on Form C must equal the total of the individual FTEs and salaries reported in the staff workbook for each regular education Job Code / Staff Title category. **NOTE:** Staff employed in positions requiring a CDE license will only be included in the tuition cost calculation if they hold a CDE license / endorsement appropriate for the Job Code / Staff Title.

Employee Benefits - Enter the total amount of regular education employee benefits. The amount reported on Form C must equal the individual amounts reported in the staff workbook.

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

Textbooks - Enter the cost of textbooks to be used by students identified with a disability.

Curriculum (Attach Itemized Description) - Enter the cost of curriculum to be used by students identified with a disability. If a cost amount for curriculum is reported, you must submit a supplemental attachment identifying the type of curriculum purchased. Curriculum costs must be prorated over the life of the regular education content 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. If a cost amount for regular education equipment is reported, you must submit a supplemental attachment identifying each type of regular education equipment including the individual cost amount. Equipment costs must be prorated over the life of the equipment.

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

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

TOTAL REGULAR EDUCATION - Enter the total of all FTEs, salaries and costs included in the regular education section.

OTHER EQUIPMENT (Attach Itemized Description)

Equipment Lease - Enter the cost of leasing other equipment proportionate to the special education program operated by the public on-line program. If a cost amount for leasing other equipment is reported, you must submit a supplemental attachment identifying each type of lease for other equipment including the individual cost amount.

Equipment Replacement - Enter the cost of other equipment replacement proportionate to the special education program operated by the public on-line program. If a cost amount for replacement of other equipment is reported, you must submit a supplemental attachment identifying each type of other equipment replacement including the individual cost amount.

Equipment Repair and Maintenance - Enter the cost of other equipment repair and maintenance proportionate to the special education program operated by the public on-line program.

TOTAL OTHER EQUIPMENT - Enter the total of all costs included in the other equipment section.

GRAND TOTAL REGULAR EDUCATION AND OTHER EDUCATION COSTS - Enter the grand total of all FTEs, salaries and costs included in the administration, occupancy, regular education and other equipment sections.

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FORM D

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 Form D.

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

OTHER EDUCATION 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 Form D.

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.

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FORM E – 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) - Enter the cost amount from FORM B2 referenced in the GRAND TOTAL INSTRUCTIONAL & SUPPORT row.

ROW 2-Total special education revenues - Enter the revenue amount from FORM D referenced in the TOTAL SPECIAL EDUCATION REVENUES row.

ROW 3-Total special education costs above applicable revenues - Subtract 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 - Enter the cost amount from FORM C referenced in the GRAND TOTAL REGULAR EDUCATION AND OTHER EDUCATION COSTS row.

ROW 5-Total other education revenues - Enter the revenue amount from FORM D referenced in the OTHER EDUCATION REVENUES (not including PPR) row.

ROW 6-Total regular education and other education costs above applicable revenues - Subtract 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 - Add 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 - Divide the total special education costs above applicable revenues amount in Row 3 by the total education costs above applicable revenues amount in Row 7. Carry to 3 decimal places.

ROW 9-State minimum per pupil revenue (PPR) - Enter the amount of the state average PPR received for each student.

ROW 10-PPR to be applied as a revenue for special education costs - Multiply 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. Round to the nearest dollar; do not enter cents.

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ROW 11-Estimated average number of students with disabilities - Enter the estimated average number of students with disabilities to be served in the public on-line program for the school year referenced in FORM A.

ROW 12-Special Education cost per student with disabilities - Divide 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. Round to the nearest dollar; do not enter cents.

ROW 13-Tuition cost per student with disabilities - Subtract 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 - Enter the number of program days the public on-line program operates its school year program referenced in FORM A.

ROW 15-Daily tuition cost per student with disabilities - Calculate the daily tuition cost rate per student with disabilities 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.

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FORM E – OPTION 2

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) - Enter the cost amount from FORM B2 referenced in the GRAND TOTAL INSTRUCTIONAL & SUPPORT row.

ROW 2-Total special education revenues - Enter the revenue amount from FORM D referenced in the TOTAL SPECIAL EDUCATION REVENUES row.

ROW 3-Total special education costs above applicable revenues - Subtract 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 - Divide the total special education costs above applicable revenues amount in Row 3 by the total special education revenues amount in Row 2.

ROW 5- Estimated average number of students with disabilities - Enter the estimated average number of students with disabilities to be served in the public on-line program for the school year referenced in FORM A.

ROW 6-Adjusted special education cost per student with disabilities - Divide the 50 percent of 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. Round to the nearest dollar; do not enter cents.

ROW 7-Number of program days for the school year - Enter the number of program days the public on-line program operates its school year program referenced in FORM A.

ROW 8-Daily tuition cost per student with disabilities - Calculate the daily tuition cost rate per student with disabilities 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.