Virtual & Performance Base Course Setup

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Virtual Performance Facts

- Infinite Campus should reflect as closely as possible what actually happened in the school.

- Students can not be checked out in Infinite Campus during the time they are in a non-attendance class

- Virtual or Performance Based attendance does not count on the Growth Factor to show growth

- Seat time classes must contain a Carnegie unit of time (120 hours)

- Virtual or Performance Based classes can be set up to earn a Carnegie unit of attendance even if the course is completed in less time

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Virtual or Performance Based

- Gatton Academy and Craft Academy
- Dual credit college classes
- Online classes
- Credit recovery

Do these HAVE to be V/PB?

- Gatton Academy and Craft Academy
  - ✓Yes, required to be performance based
    - Gatton Academy and Craft Academy should always be set up as performance based
    - There is no attendance taken for these classes
    - They will earn all their attendance when they pass the class
    - Other college classes can not be set up for all day
    - [Data Standard for Gatton/Craft Academy](#)

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Do these HAVE to be V/PB?

- Dual credit college classes
  - ✓District option
    - Dual Credit College Classes that are off campus should be set up as Performance Based
    - Dual Credit College Classes that meet on school grounds and meet than less than 120 hours should be set up as Performance Based
    - A Dual Credit Base holder course can be set up to take attendance if students are on campus every day

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Do these HAVE to be V/PB?

- Credit Recovery
  - ✓ District option
    - If classes are less than 120 hours, they need to be Performance Based
    - Credit Recovery classes taken off campus should be set up as Virtual
      - A Credit Recovery place holder can be set up to take attendance on students in Performance Based Classes who are expected to be there every day

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Pros and Cons of V/PB classes

Pro

- 100% attendance when they pass the class
- Does not require 120 hours
- Allows students to work at their own pace

Con

- No attendance funding if they do not pass
- Cannot check in or out students without seat time attendance
- No V/PB attendance on the Growth Factor report

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Virtual/Performance Base

Set up the course

- Type = V:Virtual or P:Performance
- Attendance is not checked
- Must use correct state code for individual subject, no general credit recovery, dual credit etc

Schedule students

- Place class in a period representing a Carnegie unit of time
- Do not use start or end dates on students schedule
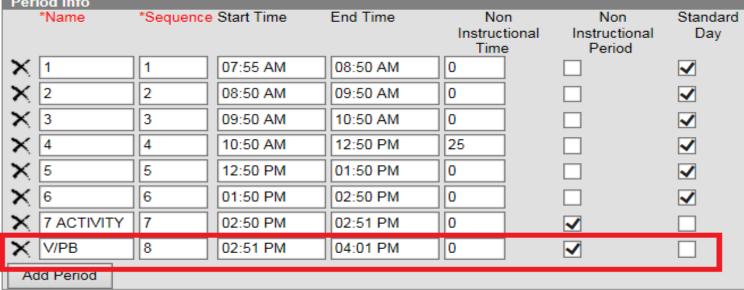
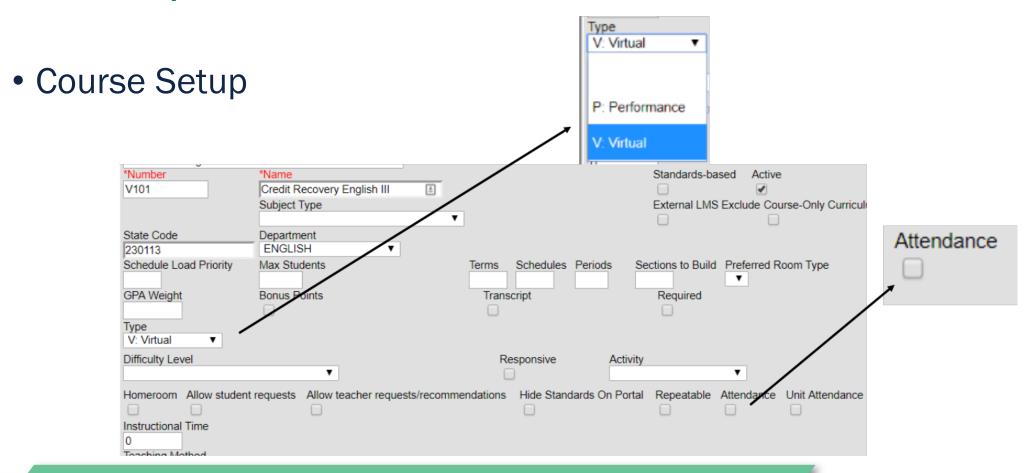**Check funding on fully scheduled student**

- Student has a full schedule
- Enter passing grades for V/PB classes
- Create single student ad hoc
- Run record 7 of the SAAR for one day.

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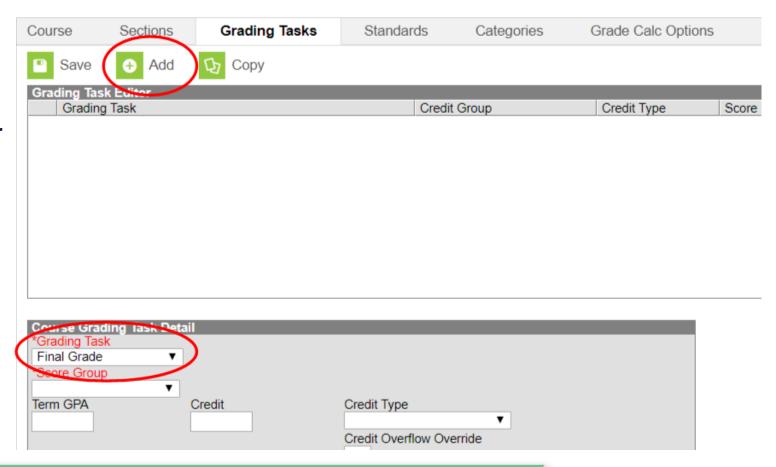EDUCATION

Virtual/Performance Base

- Make sure you have a period outside the standard day that is a Carnegie unit of time

- If a performance based course is inside the standard day, you may loose small bits of funding due to non instructional periods for lunch

Period Schedule Info

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
S1	1	450	415	475

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

	*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
✕	1	1	07:55 AM	08:50 AM	0	☐	☑
✕	2	2	08:50 AM	09:50 AM	0	☐	☑
✕	3	3	09:50 AM	10:50 AM	0	☐	☑
✕	4	4	10:50 AM	12:50 PM	25	☐	☑
✕	5	5	12:50 PM	01:50 PM	0	☐	☑
✕	6	6	01:50 PM	02:50 PM	0	☐	☑
✕	7 ACTIVITY	7	02:50 PM	02:51 PM	0	☑	☐
✕	V/PB	8	02:51 PM	04:01 PM	0	☑	☐

Add Period

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Virtual/Performance Base

• Course Setup

Virtual/Performance Base

- Grading Task

- Failure to enter a Final Grade on the Grading Task will result in the course generating no ADA (no funding).

Seat Time Attendance

- Student is expected to attend full day and attendance is taken

- PB classes are scheduled into the V/PB period

- The SAAR report calculates the seat time attendance first and caps the V/PB attendance so a student never generates over one day of attendance per day.

✓NOTE: Do not schedule students into a seat time class if you are not really taking attendance.

Dual Credit

- Dual Credit means a student can take a class and get a high school credit and college credit for the same class.

- Dual Credit classes are usually set up as Performance Based with a few rare exceptions. They are most often performance based for the following two reasons:

  - Any course used for high school credit that meets less than 120 hours must be set up as a performance based class.

  - Any classes that are held off campus where a certified person is not there taking attendance should also be performance based classes.

- ✓Note: If the dual credit class is offered on campus attendance should be taken on the student. This can be accomplished with the placeholder course.

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Reporting

Funding Gap Audit Report

- Tool Search: Funding Gap Audit
  - Report is to produce a list of students that potentially have funding gaps in their schedules
  - The report is designed to look at a student's schedule and display the percentage of attendance used to calculate funding for seat time attendance classes and virtual/performance-based classes
  - This report is not designed to be "cleared". It is an auditing tool to help identify potential issues with student schedules that could result in a loss of funding

	Kentucky State	Funding Gap Audit
	Generated on 09/19/2018 10:25:46 AM Page 1 of 1	18-19 ABC High School

Students returned in this report have a funding gap in their schedules that needs to be examined. Use the **Funding Gap Start Date** and **End Date** to determine if the student is missing courses or scheduled in courses not marked for attendance during that timeframe.

- If the student is identified as having insufficient **V/PB Period Length** the period their virtual or performance based courses are scheduled into may need to be extended to resolve the funding gap.

- If **Check Funding Eligibility** is indicated, check the student's IEP to determine if they are eligible for full attendance funding.

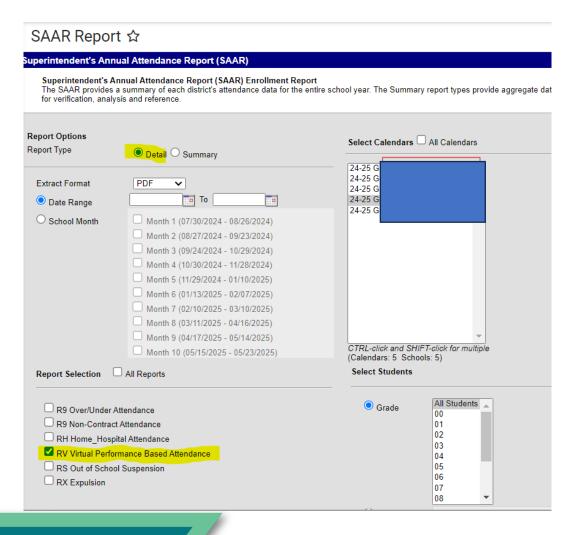| Student Name	Grade	Seat Time %	V/PB %	Funding Gap Start Date	Funding Gap End Date	Partial Day	Active SpEd	V/PB Period Length	Check Funding Eligible
Mouse, Mickey	12	0	82	2018-08-08	2019-06-07			YES	
Duck, Donald	12	54	37	2018-08-27	2019-05-14		YES	YES	
Bunny, Buggs	12	67	0	2019-01-03	2019-05-15		YES		YES
Washington, George	12	75	0	2019-01-03	2019-05-15				
Lincoln, Abraham	12	0	91	2018-08-08	2019-05-15			YES	

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Funding Gap Audit Report

Student Name	Grade	Seat Time %	V/PB %	Funding Gap Start Date	Funding Gap End Date	Partial Day	Active SpEd	V/PB Period Length
C	12	64	13	2019-08-14	2019-08-15			YES
D	11	78	0	2019-08-16	2019-08-21			
D	11	0	93	2019-08-14	2020-06-10			YES
R	11	0	93	2019-08-14	2020-06-10			YES
B	12	38	55	2019-08-20	2019-12-20			YES
M	12	0	94	2019-08-14	2020-06-10		YES	YES
B	12	51	40	2019-08-14	2019-12-20			YES
S	12	38	55	2019-08-14	2019-08-27			YES
E	11	78	15	2019-08-14	2019-12-20		YES	YES
F	10	27	15	2019-08-14	2019-08-15		YES	YES
O	12	73	13	2019-08-14	2019-08-14			YES
E	10	53	13	2019-08-14	2019-08-15		YES	YES
H	11	0	93	2019-08-14	2020-06-10			YES
B	12	0	93	2019-08-14	2020-06-10			YES
D	09	60	26	2019-08-14	2019-08-14		YES	YES
K	12	78	15	2019-08-14	2019-08-29			YES
W	12	27	1	2019-08-14	2019-08-15		YES	YES
A	12	27	1	2019-08-14	2019-08-15		YES	YES
A	11	38	55	2019-08-14	2019-12-20			YES

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Checking SAAR – V/PB

- Campus Tool – SAAR
  - Detail
  - RV – Virtual Performance Base Attendance

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SAAR – V/PB Attendance Report

Superintendent's Annual Attendance (SAAR) Report
Record Format: V - Virtual / Performance Based Attendance
Detail Report
Whole School Year
Calendar: 2324 Gre‌   ‌Grades Count: 4

#065

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
12	A	.00	90.24	89.90
11	A	.00	20.04	.00
12	A	.00	.00	.00
12	B	.00	110.16	90.24
12	B	.00	65.29	64.96
11	B	.00	40.61	40.28
12	B	.00	65.48	65.48
12	B	.00	64.92	64.92
09	C	.00	.00	.00
11	C	.00	45.00	45.00
12	C	.00	110.16	89.90
12	C	.00	60.34	60.34
12	C	.00	45.24	44.90
12	C	.00	90.24	89.90
12	C	.00	45.24	44.90
12	C	.00	40.10	40.10
12	D	.00	90.24	89.90
12	D	.00	45.00	45.00
12	D	.00	90.24	89.90
10	D	.00	45.00	45.00
12	D	.00	90.24	89.90
12	E	.00	90.24	89.90
09	E	12.30	.00	.00
12	E	.00	40.61	40.28
11	E	.00	70.53	70.19
11	F	.00	40.61	40.28

Guidance & Setup of A8 Schools

- Blending Learning Group will be required.
    - Grades K-4 – attendance must be taken minimum twice a day
    - Grades 5-12 – attendance must be taken each class period (each course taken) OR student can be in a performance-based course

- There are four steps to set up a blended learning group (BLG) and track virtual attendance

1. Create the BLG and assign the BLG to all days in the calendar
2. Assign full-time virtual students to the BLG
3. Give teachers access to track virtual attendance (enable virtual attendance)
4. Turn on virtual attendance posting so data writes to the attendance tables

- Districts that choose this setup and not V/PB setup for grades 5-12, cannot change the setup mid semester

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Resources

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KDE Contact

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Documentation on the Data Standards page

http://education.ky.gov/districts/tech/sis/Documents/VirtualandPerformanceTrainingDocument_.pdf