

Infinite Campus: Funding Gap Audit Report

Quick Reference Card

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Custom Report: Funding Gap Audit — The purpose of this 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. Students with a combined total of less than 100% in these two class types will be returned on the report. Schedules for these students should be examined to determine whether there is a funding gap that needs to be addressed. 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.

IMPORTANT NOTE: Since virtual/performance-based classes can be set up either inside or outside of the instructional day, the report must look at classes scheduled during non-instructional time. There is no way to account for non-instructional time within a period during the instructional day and still examine non-instructional time outside of the school day for virtual/performance-based set up. This may result in a student being identified as having a funding gap when he/she does not. The most common instance of this is when a performance-based class is scheduled during the day, during a period that includes lunch time which is marked in Infinite Campus as non-instructional. The SAAR does not look at non-instructional time, therefore it calculates this time correctly. Because the Funding Gap Audit report must look at non-instructional time, the report sees this non-instructional gap in the period as a funding gap. This will result in Craft/Gatton students ALWAYS showing on this report with less than 100% V/PB because their V/PB courses are scheduled during the day and include non-instructional time during the day. These students WILL receive full funding.

Selection Criteria: The Infinite Campus Toolbar will control the school, and year for which the report will generate. Select the Date Range or School Month for the report. To run for the entire year selected in the Infinite Campus Toolbar, leave these blank. Select the Grade or Ad Hoc Filter to use and the Format to display the report.

KDE Contacts: Josh Whitlow, Office of Finance & Operations, Division of District Support

Tool Search: Funding Gap Audit

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Additional Guidance: Data Standard - [Virtual Performance-Based Course Set-Up and Attendance Verification](#)
PowerPoint - [Virtual and Performance Based Course Setup](#)

Report Sample:

Kentucky State Generated on 09/19/2018 10:25:46 AM Page 1 of 1	Funding Gap Audit 18-19 ABC High School
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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	Seat Grade	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		YES
Washington, George	12	75	0	2019-01-03	2019-05-15				
Lincoln, Abraham	12	0	91	2018-08-08	2019-05-15			YES	

Seat Time % and V/PB %: Displays the percentage of the day the student will receive funding for each type of class. Students with less than a total of 100% between the two will display on this report.

Funding Gap Start/End Date: Displays the date range of the Funding Gap. Check the student's schedule during these times.

Partial Day: Indicates the student is in a partial day attendance group. This student may not need a full schedule.

Active SpEd: Indicates the student has an active special education record.

V/PB Period Length: Indicates the student appears to have insufficient V/PB course length. Ensure the V/PB class is one Carnegie unit of time.

Check Funding Eligible: Indicates the student has been checked for full attendance funding. Check IEP to determine if this is correct.

Reading the Report/Report Examples:

- Mickey Mouse: This student is only scheduled for V/PB classes. The time scheduled for the student does not equal 100% of the day and the student has been identified as having insufficient V/PB period length. The school should check the V/PB courses and make sure they are the correct length of time.
- Donald Duck: This student is in both seat time and V/PB classes. The two add up to 91% of the day. The school should check to make sure the V/PB period length is one Carnegie unit of time and that there isn't a gap in the seat time schedule. If the student has a V/PB class scheduled during the day, in a period that contains non-instructional time (lunch), this could account for the missing 9%. In this case, there is no funding gap.
- Bugs Bunny: This student has only seat time attendance courses and the courses don't fill the entire day. The student is also marked eligible for full attendance funding and has an active special education record. If the student's IEP indicates the student is eligible for full funding, there is no funding gap.
- George Washington: This student has only seat time attendance courses and the courses don't fill the entire day. Check for a gap in the student's schedule in between the funding gap start and end date provided. Also check to make sure the student isn't missing a V/PB course to fill the rest of the day.
- Abraham Lincoln: This student is an example of a Craft/Gatton Academy student. The student is scheduled correctly into a V/PB course that runs all day, but due to the non-instructional time during the day (lunch) the report shows the student as short on course time. This student WILL receive full funding once passing grades are posted to the course.

Suggested report uses:

- Run the report to identify students with insufficient V/PB course length. Once these students are identified, refer to the [Virtual Performance-Based Course Set-Up and Attendance Verification](#) data standard to make sure the course is a Carnegie unit of time.
- Run the report to identify students with seat time attendance courses AND V/PB courses that do not equal 100% of the day. The student's schedule/courses must be adjusted to ensure full funding is received.
- Run the report to identify students with not enough seat time attendance courses. These students have schedule gaps during the day and funding is being lost. For students with only seat time attendance courses, this report should identify the same students as the Schedule Gap Report.
- Run the report to identify students marked eligible for full funding. Check the student's IEP to ensure this is correct.

To view documentation report created by Infinite Campus for this, please go to the [Funding Gap Audit report](#) on Campus Community.

If you have school/district-specific questions about virtual/performance-based course setup and funding, please contact the Division of District Support at (502) 564-3930.