

Example of Travel Waiver Granted

PA-45A - Tab 2
Hours of Instruction

School District: District A Public Schools

Building: High School

Grade: 10-12

Enter Name of ISD Prgrm(s) for Cohort: CTE

Session: 1

School Year: 2017-2018

Regular Daily Schedule for Pupils in AM CTE Program						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	7. Number of
Travel	7:15 AM	8:00 AM	45	0	0	Regular Days Scheduled: (from calendar)
CTE	8:00 AM	10:30 AM	150	0	150	
Travel	10:30 AM	11:15 AM	45	0	0	
Lunch Time	11:15 AM	11:45 AM	30	5	35	
4th Period	11:45 AM	12:35 PM	50	5	55	
5th Period	12:40 PM	1:30 PM	50	5	55	
6th Period	1:35 PM	2:25 PM	50	0	50	177
			0	0	0	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					30	
Total Minutes (Less Lunch)					315	
Minutes Converted to Hours					5.25	

Other Schedule (Identify):						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	Number of Days for this Schedule
					0	(from calendar)
					0	
					0	
					0	
					0	
Enter Manually - Total Minutes for Lunch					30	0
Total Minutes (Less Lunch)					-30	
Minutes Converted to Hours					-0.50	
						Total Hours this Schedule at District (Days x Daily Hrs)
						0.00

Other Schedule (Identify): Half Day						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	Number of Days for this Schedule
Travel	7:15 AM	8:00 AM	25	0	0	(from calendar)
KTC Class	8:00 AM	10:30 AM	150	0	150	
Travel	10:30 AM	11:15 AM	25	0	0	
			0	0	0	3
			0	0	0	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					0	Total Hours this Schedule at District (Days x Daily Hrs)
Total Minutes (Less Lunch)					150	
Minutes Converted to Hours					2.50	

Other Schedule (Identify): Exam						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	Number of Days for this Schedule
Exam	7:30 AM	9:15 AM	105	5	110	(from calendar)
Exam	9:20 AM	11:00 AM	100	0	100	
			0	0	0	
			0	0	0	3
			0	0	0	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					0	Total Hours this Schedule at District (Days x Daily Hrs)
Total Minutes (Less Lunch)					210	
Minutes Converted to Hours					3.50	

(3) If MDE approved additional travel beyond 36 minutes daily, enter here:		
MDE App'd Additional Daily Minutes		0.00
Days of Instr this ISD Prgm		180
Approved Waiver Hours		0.00

(1) ISD Program Hours		
ISD Prgm #1 - Hours		450.00
ISD Prgm #2 - Hours (if any)		0.00
ISD Prgm #3 - Hours (if any)		0.00
ISD Prgm 1 = Allowable Travel Hrs		108.00
ISD Prgm 2 = App'd Waiver Hrs (if any)		0.00
ISD Prgm 3 = Total Hrs at ISD Programs		558.00

(2) Hours at High School		
High School Hours		497.25
HS Hrs - Add'l Pgs (if any)		0.00
Total Hrs at High School		497.25

	Total Hrs	Total FTE
(3) Total Hours & Total FTE	1055.25	0.96

Claimed FTE cannot exceed 1.00

This section is used only to verify calculations, if that is helpful to you.

Regular Daily Schedule Check	
CTE Hours	
150 Total daily Minutes	
x 177 Days	
26550 Minutes	
÷ 60	
442.50 Hours	

HS Hours	
5 Lunch passing	
55 4th Period	
+ 55 5th Period	
+ 50 6th Period	
165 Total daily Minutes	
x 177 Days	
29205 Minutes	
÷ 60	
486.75 Hours	

Total Hours Check	
442.50 Hours	
+ 486.75 Hours	
929.25	
- 929.25	
0.00 +/- 1 for rounding	✓

CTE Check	
150 Total daily Minutes	
x 180 Days	
27000 Minutes	
÷ 60	
450.00 CTE Hours	

Additional Travel Time Request	
1098.00 Requirement	
- 1055.25	
42.75 Total Hours short	
÷ 180	
0.24 Hours needed per day	
x 60	
15 Additional minutes needed per day	

How do I use this information to request additional travel time?

Utilize the district's instructional hours calculation to complete the Travel Waiver Request form. The Department is requesting an overview of the traveling pupil's instructional time calculation. It is the district's responsibility to ensure the travel time calculation is accurate and that travel time is the sole reason pupils participating in a cooperative or special education program do not reach the 1,098 instructional hours requirement. Two sample travel waiver requests and analysis are provided.

Using the calculation on the previous page, the district completed the form as follows:

Please provide the following information about the program you are requesting travel time for:	
Program #1 Information	
Name of Program #1	CTE
Number of Instructional Minutes at District, including Passing Time, Per Day	165
Number of Instructional Minutes at Cooperative or Special Education Program, Per Day	150
Actual Travel Time, in minutes, Per Day	90
Total Number of Instructional Days	183
Total Number of Travel Days Per Year	180
Number of Minutes of Added Travel Time Being Requested, Per Day	15

Department analysis: The Department will analyze the information supplied to acquire a general sense of instructional hours being provided. Because the information is very general (meaning it does not include half days, late start days, exam days, etc.), it will be used to determine the reasonability of the request.

The following analysis is based on the travel waiver example above:

165 instructional minutes at District x 183 days = 30,195 minutes ÷ 60 = **503.25** hours

150 instructional minutes at CTE x 180 travel days = 27,000 minutes ÷ 60 = **450** hours

36 minutes allowed travel time per day x 180 travel days = 6,480 minutes ÷ 60 = **108** hours

503.25 + 450 + 108 = 1061.25 hours before additional travel time

1,098 required hours - 1061.25 hours = 36.75 hours short

15 minutes of additional travel time requested * 180 travel days = 2,700 minutes ÷ 60 = 45 requested travel hours

The Department also reviewed the instructional time calculation provided by the district to ensure that travel time was the sole reason the instructional time requirement cannot be met.

Department response: Yes, it is reasonable to believe the requested 15 minutes per day is representative of actual need for additional travel time. Given we are overestimating the instructional hours because we are using 180 full days in our calculation, it is reasonable to believe that 45 hours of travel time is needed. Additional travel time is granted.

Please work with your Pupil Membership Auditor to ensure the accuracy of the instructional hours calculation and request of additional travel time.

Example of Travel Waiver Denied

PA-45A - Tab 2
Hours of Instruction

School District: District A Public Schools

Building: High School

Grade: 10-12

Enter Name of ISD Prgrm(s) for Cohort: CTE

Session: 1

School Year: 2017-2018

Regular Daily Schedule for Pupils in AM CTE Program						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	7. Number of Regular Days Scheduled: (from calendar)
Travel	7:15 AM	8:00 AM	45	0	0	177
CTE	8:00 AM	10:30 AM	150	0	150	
Travel	10:30 AM	11:15 AM	45	0	0	
Break*	11:15 AM	12:05 PM	50	0	0	
Lunch Time	12:05 PM	12:35 PM	30	5	35	
5th Period	12:40 PM	1:30 PM	50	5	55	
6th Period	1:35 PM	2:25 PM	50	0	50	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					30	
Total Minutes (Less Lunch)					260	
Minutes Converted to Hours					4.33	767.00

Other Schedule (Identify): Half Day						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	Number of Days for this Schedule (from calendar)
Travel	7:15 AM	8:00 AM	25	0	0	3
KTC Class	8:00 AM	10:30 AM	150	0	150	
Travel	10:30 AM	11:15 AM	25	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					0	
Total Minutes (Less Lunch)					150	
Minutes Converted to Hours					2.50	7.50

Other Schedule (Identify): Exam						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	Number of Days for this Schedule (from calendar)
Exam	7:30 AM	9:15 AM	105	5	110	3
Exam	9:20 AM	11:00 AM	100	0	100	
			0	0	0	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					0	
Total Minutes (Less Lunch)					210	
Minutes Converted to Hours					3.50	10.50

Other Schedule (Identify):						
1. Activity	2. Start Time	3. End Time	4. Minutes	5. Passing Time Into Next Class	6. Total Minutes	Number of Days for this Schedule (from calendar)
				0	0	0
				0	0	
				0	0	
				0	0	
				0	0	
Enter Manually - Total Minutes for Lunch					30	
Total Minutes (Less Lunch)					-30	
Minutes Converted to Hours					-0.50	0.00

(3) If MDE approved additional travel beyond 36 minutes daily, enter here:	
MDE App'd Additional Daily Minutes	0.00
Days of Instr this ISD Prgrm	180
Approved Waiver Hours	0.00

(1) ISD Program Hours	ISD Prgm #1 - Hours	450.00
	ISD Prgm #2 - Hours (if any)	0.00
	ISD Prgm #3 - Hours (if any)	0.00
ISD Prgm 1 =	Allowable Travel Hrs	108.00
ISD Prgm 2 =	App'd Waiver Hrs (if any)	0.00
ISD Prgm 3 =	Total Hrs at ISD Programs	558.00
(2) Hours at High School	High School Hours	335.00
	HS Hrs - Add'l Pgs (if any)	0.00
	Total Hrs at High School	335.00

(3) Total Hours & Total FTE	Total Hrs	893.00	Total FTE	0.81
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Claimed FTE cannot exceed 1.00

This section is used only to verify calculations, if that is helpful to you.

Regular Daily Schedule Check	
CTE Hours	150 Total daily Minutes
	x 177 Days
	26550 Minutes
	÷ 60
	442.50 Hours

HS Hours	
	5 Lunch passing
+	55 5th Period
+	50 6th Period
	110 Total daily Minutes
x	177 Days
	19470 Minutes
÷	60
	324.50 Hours

Total Hours Check	
	442.50 Hours
+	324.50 Hours
	767.00
-	767.00
✓	0.00 +/- 1 for rounding

CTE Check	
	150 Total daily Minutes
x	180 Days
	27000 Minutes
÷	60
	450.00 CTE Hours

Additional Travel Time Request	
	1098.00 Requirement
-	893.00
	205 Total Hours short
÷	180
	1.14 Hours needed per day
x	60
	69 Additional minutes needed per day

*Additional Travel Time not allowed. Travel time is not the sole reason the pupil does not reach the 1,098 hour requirement.

How do I use this information to request additional travel time?

Utilize the district's instructional hours calculation to complete the Travel Waiver Request form. The Department is requesting an overview of the traveling pupil's instructional time calculation. It is the district's responsibility to ensure the travel time calculation is accurate and that travel time is the sole reason pupils participating in a cooperative or special education program do not reach the 1,098 instructional hours requirement.

Using the calculation on the previous page, the district completed the form as follows:

Please provide the following information about the program you are requesting travel time for:	
Program #1 Information	
Name of Program #1	CTE
Number of Instructional Minutes at District, including Passing Time, Per Day	105
Number of Instructional Minutes at Cooperative or Special Education Program, Per Day	150
Actual Travel Time, in minutes, Per Day	90
Total Number of Instructional Days	183
Total Number of Travel Days Per Year	180
Number of Minutes of Added Travel Time Being Requested, Per Day	69

Department analysis: The Department will analyze the information supplied to acquire a general sense of instructional hours being provided. Because the information is very general (meaning it does not include half days, late start days, exam days, etc.), it will be used to determine the reasonability of the request.

The following analysis is based on the travel waiver example above:

110 instructional minutes at District x 183 days = 20,130 minutes ÷ 60 = **335.25** hours

150 instructional minutes at CTE x 180 travel days = 27,000 minutes ÷ 60 = **450** hours

36 minutes allowed travel time per day x 180 travel days = 6,480 minutes ÷ 60 = **108** hours

335.25 + 450 + 108 = 893.5 hours before additional travel time

1,098 required hours – 893.5 hours = 207 hours short

69 minutes of additional travel time requested * 180 travel days = 12,420 minutes ÷ 60 = 207 requested travel hours

The Department also reviewed the instructional time calculation provided by the district to ensure that travel time was the sole reason the instructional time requirement cannot be met. Upon review, it was determined that a gap existed between the return travel and lunch time.

Department response: The travel waiver request would be denied due to the gap that exists in the pupil's daily schedule. By filling this 50 minute gap, an additional 147.50 hours of instruction could be added to benefit the pupil (50 minutes x 177 days = 8,850 minutes / 60 = 147.50 hours of instruction). Additionally, the requested 69 minutes of additional travel plus the 36 original travel minutes allowed for a total of 105 minutes of daily travel could be considered excessive when actual travel is 90 minutes per day.

Please work with your Pupil Membership Auditor to ensure the accuracy of the instructional hours calculation and request of additional travel time.