

# Pupil Accounting Manual: Notable Changes for 2019-20

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*Notice: This document captures the significant changes to the Pupil Accounting Manual for the school year. Beyond those noted below, there are many other changes contained in the manual that may affect the functions of a district. This document should not be considered a substitute for the information contained in the Pupil Accounting Manual. The Department recommends that districts read the entire manual yearly to ensure compliance.*

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## Section 1: Required Documentation

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### [Requirements for Full-Time Pupil Status](#)

This language clarifies that a district needs board approval to have a different set of requirements for students with fewer courses than what would typically be required.

### [Approved Courses](#)

Explains the requirement to maintain proof of board approval of the courses contained in the district course catalog.

### [Retention of Proof of Residency](#)

It has been a long-standing requirement for districts to maintain a record that a student's residency was verified. This change requires that the actual proof presented be retained. This documentation is required during an audit and should have been maintained as part of the student's record per the record retention requirements and the requirement to substantiate the membership claim was appropriate.

## Section 2: Day, Hour, and Attendance Requirements

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### [Professional Development as Instructional Time](#)

The legislature has reintroduced the ability to count eligible professional development toward the hour requirement. For the first time, eligible professional development in 5-hour increments, limited to not more than 10 hours per month, can be used toward the instructional day requirement.

### [Cyber School Participation Requirement](#)

Updated language to reflect a late legislative change introduced in the prior fiscal year. This change was previously announced through a memo.

### [Teacher Certification Language Standardization](#)

Updated language to be uniform (or as close to it as possible) throughout the manual. While only the first occurrence will be captured in this document, there are many other occurrences of this change within the manual.

### [Passing Time](#)

Noted that passing time is not countable in a virtual environment.

### [Recess](#)

Noted that recess is not countable for students enrolled under Section 166b.

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## Section 3: Pupil Membership Count Requirements

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### [Pupil Enrollment – Students Experiencing Homelessness](#)

Updated former language to provide clarification, especially in the context of the enrollment of unaccompanied youth.

### [Replaced GED with High School Equivalency Credential](#)

This change updates our language to reflect the multiple alternative graduation certificates available beyond the GED. While only the first occurrence will be captured in this document, there are other occurrences of this change within the manual.

### [Preferred Name](#)

Added language to address a common question from the field regarding the use of a student's preferred name.

### [Retention of Proof of Residency at the Time of Enrollment](#)

Beginning with the 2020-2021 school year, to support claimed membership, a district shall retain a copy of the document or documents used to verify residency as part of the enrollment record for each newly enrolled resident pupil and shall retain the document or documents used to verify that a pupil is a nonresident who is eligible to enroll.

### [Postsecondary Dual Enrollment and Early Middle College Pupils](#)

Clarified the credit to high school course equivalency language. Added language to reflect the statutory membership exception in Section 6 which allows a postsecondary enrolled student to be eligible for a full-membership even if the student is enrolled less than full-time if the reason for the partial enrollment relates to the student's postsecondary enrollment.

### [TSDL Reporting Requirement for 166b Students](#)

This requirement went into effect after the PAM was released in 2018-19. Added related language, as the failure to report will affect the district's ability to claim FTE for students enrolled under Section 166b. While only the first occurrence will be captured in this document, there are other occurrences of this change within the manual.

### [Deviation Request for Special Education Students Receiving Homebound/Hospitalized Services](#)

Prior to 2019-20, only general education students could be claimed for a full membership if the district failed to provide, with good reason, all the required instruction; a special education pupil who did not receive the required instructional time during the count period would not be eligible for membership. The new language will allow a district to make-up for instructional time lost during the count period for special education students and still receive the full membership.

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## Section 5-A: Alternative Education Programs

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### [Attendance Records for Learning Labs](#)

Clarified language in the context of count day absences.

## Section 5-D: Homebound and Hospitalized Pupils

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### [Instructional Services](#)

Clarified the requirement to provide instructional services for both general and special education students. Added language stating that additional flexibility is available beginning in 2019-20 for special education students who did not receive all the required services during the count period.

### [Verification of Medical Condition](#)

Added licensed physician's assistant as a qualified provider.

## Section 5-E: Nonpublic and Homeschooled Pupils

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### [Nonessential Course Test](#)

Added language to reflect the additional information available to districts through State Superintendent appeal decisions.

### [Availability Test](#)

Added language to reflect the additional information available to districts through State Superintendent appeal decisions.

## Section 5-G-A: Postsecondary and Career and Technical Education Dual Enrollment

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### [Summer Enrollment](#)

Added language to clarify that it is possible to enroll students during the summer for membership purposes.

## Section 5-G-B: Early Middle College Pupils

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### [Introductory Information](#)

Clarification of the defining standards for early middle college programs.

### [Reporting EMC Students](#)

Clarification of the participation code reporting requirement for students enrolled in an early middle college program.

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## Section 5-I: Sections 105 and 105c Schools of Choice

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### [Section 166b Students](#)

Clarified that homeschooled and nonpublic school students are not schools of choice students under Sections 105 or 105c.

## Section 5-N: Pupils with Suspensions and Expulsions

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### [Pupils on Long-Term Suspensions or Expulsions \(up to 180 days\)](#)

Clarification of membership requirements for students on long term expulsions or suspensions.

## Section 5-O-B: Offline Seat Time Waiver Programs

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### [Seat Time Waiver Approval](#)

The new language clarifies that approval reflects the overall structure and implementation of the waiver rather than individual components.

## Section 5-O-D: Virtual Learning Options

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### [Proration of Membership for Partial Satisfaction of the Participation Requirement](#)

The change will allow a district to prorate the membership for a student who does not meet the participation requirement in all scheduled courses on count day. This does not apply to a student who is meeting the participation requirement through two-way interactions since the student must only “participate” in a single course each week during the count period.

### [Proration of Membership for a Student who moved During the Count Period](#)

The change will allow a district to retain the membership for a pupil who moved during the count period if the two-way interaction requirement was satisfied for the weeks of enrollment.

### [EDP Clarification](#)

Added language to clarify that an EDP is a living document and that, given the time of the audit, may be relatively limited in scope. Auditors were deducting membership based on the EDP not containing enough information, or not having certain signatures, which goes against the notion of what the EDP is supposed to be and how it will evolve over the student’s enrollment.

## Section 5-P: Work-Based Learning Experiences, Apprenticeships, and Internships

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### [Clarification of Site Visit Requirement](#)

Professional staff may perform site visits for non-CTE work-based learning experiences; however, a vocationally certified teacher must perform site visits for CTE work-based learning experiences.

## **Pupil Accounting Manual: Notable Changes for 2019-20**

### [Audit Findings for Incomplete Training Plans or Agreements](#)

A general audit finding will be issued if a district fails to provide the auditor with complete training plans and agreements.

### **Section 5-Q-C: Visa Program Pupils**

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[Entire section is new.](#)

### **Section 6-A: Experiential Learning Course**

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[Entire section has been revised.](#)