

The Center for Creativity, Innovation and Discovery

Student Membership Policy and Procedures

Purpose

The Board of Directors of The Center for Creativity, Innovation and Discovery (CCID), recognizes the importance of accurate data and pupil accounting procedures because these data are the basis of the State and Federal governments' apportioning and distribution of funds, as well as the basis of tracking student membership.

School Calendars and School Days

The CCID Governing Board yearly approves a school calendar that includes at least 990 instructional hours and 180 school days during a "school year" designated as the 12-month period beginning July 1 and ending June 30. The CCID Governing Board also recognizes that a school day should be at least three hours per day per session in kindergarten and at least four hours per day in first through eighth grades.

CCID Directors plan in their calendar for emergency or weather-related days during which school may need to be cancelled; and that, if the school is closed for any reason, the instructional time missed must be made up in order to qualify for full Minimum School Program ("MSP") funding. The CCID Governing Board approves total instructional time and the yearly school calendar in an open and public meeting each year.

Considerations and Acknowledgements

In considering the school calendar each year, The CCID Governing Board acknowledges the following:

- The State Board of Education or the State Superintendent, under the direction of the State Board, may issue a waiver for the school day and hour requirement in extreme circumstances such as a Health Department emergency or pandemic.
- The CCID Governing Board may make an exception for school attendance for students with compelling circumstances. This exception should be established by the student's IEP or SEOP.
- State Board Rule R277-419-7-C allows schools to conduct parent-teacher and student education plan conferences during the school day. Such conferences may only be held for a total of the equivalent of three full school days or a maximum of 16.5 hours for the school year. Student membership for these days should be counted as that of the previous school day.
- Local Education Agencies ("LEAs"), including local school boards, public school districts, and charter schools, can designate no more than 12 instructional days at the beginning or end of the school year or both to conduct assessments to kindergarten students. See R277-419-7-C(4) for more information regarding the assessment requirements.

First and Last Days of the School Year

Due to school activities that may require a schedule or program modification during the first and last days of the school year, for the first five school days CCID may report aggregate days of membership equal to the number recorded for the second five-day period of the school year. For the last five-five-day period of a school year, CCID may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period.

Student Membership Eligibility

Student membership at CCID means that a student is enrolled and on the current membership roll of a school class at CCID as of a given date. It does not mean the student is in attendance on a given date, only that they are on the roll. Students generate funding by being in membership. In order to be eligible to generate funding, the student must meet the following requirements:

- A student cannot have previously completed schooling through the 8th grade unless an exception under an IDEA consideration has been determined.
- A student may not be enrolled in a Youth in Custody (YIC) program with a YIC time code other than ISI-1 or ISI-2. (“ISI-1” is a student who receives 1 to 59 minutes of YIC related services during a typical school day. “ISI-2” is a student who receives 60 to 179 minutes of YIC related services during a typical school day).
- A student may not have ten consecutive *unexcused* absences and be considered in “membership.” Membership should stop generating on the 11th day after the consecutive absences but may begin generating as soon as the student returns to school or has an excused absence. This designation and procedure are called the “Ten Day Rule.”
- A student must be a resident of Utah as defined under Sections 53A-2-201 through 213 of the Utah State Code.
- A student must be of compulsory school age.
- A student must be expected to attend a regular learning facility operated or recognized by CCID on each regularly scheduled school day; or, the student must have direct instructional contact with a licensed educator provided by CCID at a CCID-sponsored center for tutorial assistance or at the student’s place of residence or convalescence for at least 120 minutes each week during an expected period of absence due to injury, illness, surgery, suspension, pregnancy, or pending court investigation or action. CCID must determine that home instruction is necessary and must keep records of the instruction time.

Student Membership Calculations

Aggregate membership at CCID is calculated by adding up all the days in membership during a school year for the student, program, and school. This calculation is done by CCID using the school’s Student Information System and by using 180-day equivalents.

If a student is enrolled for only part of the day or part of the school year, then the student’s membership will be prorated to reflect the amount of time the student was actually enrolled in relation to what a full-time student normally would have been enrolled.

The following constraints apply in calculating aggregate membership:

- The sum of regular plus self-contained special education and self-contained YIC membership days may not exceed 180 days. Self-contained special education students are public school students with an IEP or YIC, who receive 180 minutes or more of special education or YIC related services during a typical school day.
- The sum of regular and resource special education membership days may not exceed 360 days. Resource special education students are students who receive 1 to 179 minutes of special education

services during a typical school day consistent with the students' IEP provided for under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Sec. 1400 et seq., amended in 2004.

- Sum of regular, ISI-1 and ISI-2 YIC membership days may not exceed 360 days.

The following exceptions also apply to calculating students' aggregate membership:

- CCID may count a student in membership for the equivalent in hours up to one period each school day under the following circumstances or conditions:
 - A student has been released from school upon the parent's request during the school day for religious instruction or an individual learning activity consistent with the student's SEOP.
- CCID may count a student in membership for the equivalent in hours for all periods each school day if the student is enrolled in any of the following:
 - A concurrent enrollment program that satisfies all the criteria of R277-713;
 - A foreign exchange student program under 53A-2-206(2)(i)(B).
 - A school operated by an LEA under a Utah Schools for the Deaf and the Blind IEP. These students may only be counted in regular (S1) membership and should not have an S2 record (for special education).

Average Daily Membership (ADM)

Average daily membership (ADM) is calculated by dividing the aggregate membership by 180. ADM is converted to WPUs (Weighted Pupil Units) used in funding formulas.

Student Identification and Tracking

As required by State Code Section 53A-1-603.5, CCID uses the Statewide Student Identifier (SSID) system maintained by the USBE to assign every public-school student a unique student identifier. The SSID is an arbitrary number that does not contain any personally identifying information about the student and should be displayed on student transcripts.

In order to ensure that the correct SSID follows students who transfer from one LEA to another, CCID requires proof of identity from the student such as a birth certificate or other reliable proof of the student's identity and age, consistent with 53A-11-503. CCID transcribes the student's name exactly the way it appears on the proof of identity and considers this name the student's legal name for purposes of maintaining school records. CCID ensures that the proper transfer code is entered in the Student Information System for students that transfer from CCID in accordance with R277-419-9.

CCID may modify a student's name (give a nickname, allow for different surnames, consistent with court documents or parent preferences) so long as the legal name is maintained on the student's records used to transmit student information to the USBE. If there is a compelling need to protect a student by using an alias, CCID will exercise discretion in recording the name of the student.

Official Records and Reporting

In order to determine student membership, CCID keeps records of daily student attendance. These records are maintained and clearly show the following for every student:

- Entry date
- Exit date
- Whether or not an absence was excused
- Disability status (resource or self-contained, if applicable)
- YIC status (ISI-1, IS-2, self-contained, if applicable)

Official Attendance Procedures

In order to determine student membership, CCID keeps records of daily student attendance. Attendance is checked at least once each day. An unexcused absence is charged to a student when the student is not physically present at school at any of the times attendance is taken and the student's absence cannot be accounted for by evidence of a legitimate or valid excuse in accordance with CCID's policy on truancy as defined in Section 53A-11-101.

CCID submits all data required by law to the USBE at certain points throughout the school year to support the allocation of funds, to complete clearinghouse requirements, and to complete accountability reporting.

CCID annually contracts with an independent auditor for the auditing of its student accounting records and to report the findings to CCID's Board of Directors and the School Finance Section of the USBE. These reports are submitted on the dates published and required by the USBE and in accordance with dates related to the allocation of State funds.