

DUAL ENROLLMENT

INSTRUCTIONAL MINUTES

INTERVIEW WITH WENDI MCCASKILL

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Wendi McCaskill works in the School Fiscal Services department of the California Department of Education (CDE). When the CDE receives questions on instructional minutes and dual or concurrent enrollment they refer them to Wendi. She graciously **took some time to explain the basics of instructional minutes for us.**

QUESTION: Can you give an **overview of the basic instructional minute requirements for K12 students in high school who are also in a dual or concurrent enrollment program?**

RESPONSE: All school districts and charter schools have instructional minute requirements. **Per state statute school districts and charter schools must offer students a minimum number of minutes per year and students must be scheduled for no less than a minimum number of minutes per day in order to claim Average Daily Attendance (ADA).** Annual instructional minute and daily minimum minute requirements vary by grade span. For the purposes of this conversation I am referring to the requirements for grades 9 through 12. **The minimum instructional minutes for a noncharter, public school grades 9-12 are 64,800 annual minutes and at least 240 per day.**

Statute allows for **students that are concurrently enrolled in a CSU, UC, or community college to be scheduled for less than the 240 minimum day.**

The **minimum day requirements for students concurrently enrolled** in a school district and on a part time basis in a California State University, University of California, or California community college setting **are as follows:**

- *For students in grades 11 and 12 that are not enrolled in an Early/Middle College High School but are enrolled part time in classes of a California State University or a University of California, the minimum day per Education Code Section 46146(a) is **180 minutes**. Per Education Code Section 46146(c), students that are scheduled for 180 minutes generate $\frac{3}{4}$ of an ADA.*
- *For students in grades 9 through 12 that are not enrolled in an Early/Middle College High School but are enrolled as special part time students at a community college, under Article 1 of Chapter 5 of Part 27 the minimum day per Education Code Section 46146(b) is **180 minutes**. Per Education Code Section 46146(c) students that are scheduled for 180 minutes **generate a maximum $\frac{3}{4}$ of an ADA.***
- *For students in grades 11 and 12 that are enrolled in an Early/Middle College Non-Charter High School and are enrolled part time in courses of a California State University or a University of California, the minimum day is **180 minutes** and students that are scheduled for at least 180 minutes of instructional*

time that meets statutory instructional time requirements **generate a maximum of one full ADA.**

- *For students that are enrolled in an Early/Middle College Non-Charter High School and are enrolled as special part time students at a community college, under Article 1 of Chapter 5 of Part 27, the minimum day per Education Code Section 46146(b) is **180 minutes.** Early/Middle College Non-Charter High School students that are concurrently enrolled in community college and scheduled for at least 180 minutes of instruction that meets the statutory instructional time requirements **generate a maximum of one full ADA.***
- *For students enrolled in an Early/Middle College Non-Charter High School that are not enrolled part time in courses of a California State University or University of California or as special part time students at a community college, the required **minimum day is 240 minutes.***

The **minimum day requirements for students concurrently enrolled** in an Early/Middle College charter school and on a part time basis in a California State University, University of California, or California community college setting **are as follows:**

- *In order to claim classroom based attendance for 11th and 12th grade students that are enrolled in an Early/Middle College charter school and are enrolled part time in courses of a California State University or a University of California, **at least 80 percent of the instructional time offered by the charter school must be offered at the school site and the charter school must require students to attend at least 50 percent of the minimum instructional time offered at the school site in order to generate average daily attendance (ADA)** for the purpose of funding.*
- *In order to claim classroom based attendance for students that are enrolled in an Early/Middle College charter school and are enrolled as special part time students at a community college under Article 1 of Chapter 5 of Part 27 (Ed Code Section 46146 (b)), **at least 80 percent of the instructional time (b)) offered by the charter school must be offered at the school site and the charter school must require students to attend at least 50 percent of the minimum instructional time offered at the school site in order to generate average daily attendance (ADA)** for the purpose of funding.*
- *In order to claim classroom based attendance for students that are enrolled in an Early/Middle College charter school and not enrolled in courses of a California State University, a University of California, or as special part time students at a community college under Article 1 of Chapter 5 of Part 27 (Ed Code Section 46146 (b)), **at least 80 percent of the instructional time offered by the charter school must be offered at the school site and the charter school must require students to attend at least 67 percent of the minimum instructional time offered at the school site in order to generate average daily attendance (ADA)** for the purpose of funding.*

Q: What are some **common questions around instructional minutes and dual or concurrent enrollment?**

RESPONSE: Probably the most common question is **whether or not attending a college class can be included in the minimum day required for concurrently enrolled high school students.** *For non-charter schools, the district claiming ADA needs to ensure a number of things when calculating instructional time. The students must be under the immediate supervision and control of a certificated employee of that district and engaged in instructional activities required of that student. **Passing time, which is time to pass from class to class can be included in instructional time, but lunch or break time is not included.*** Students must be

offered a minimum number of days and minutes per year and must be scheduled for at least a minimum number of minutes per day. **Instructional time is an audit heavy area.**

Q: Can the day be split for dual enrollment students so that they can fulfill part of their minimum minutes early in the day, break for a college class, and then complete the remainder of their minutes in the afternoon?

RESPONSE: Yes, they can do that.

Q: Everything we have spoken about has been for non-charter, regular public schools. What about for other schools and programs?

RESPONSE: Generally speaking, **charter schools don't have to schedule pupils for a minimum number of minutes per day, with the exception of Early Middle College Charter High Schools which are referenced in an earlier answer.**

With regard to instructional time and attendance for the purpose of funding, charters are either classroom based or non-classroom based. If they are *classroom based* **at least 80 percent of the annual minutes must be at the school site** and the charter school **has to require the attendance of classroom-based pupils at the school site for at least 80 percent of the instructional time required per statute, which is 64,800 minutes for grades 9-12.**

If they are *non-classroom based* they **must account for the minutes through independent study**, that is, through a work product. A certificated employee must assign the work and evaluate the work. Some independent study programs may include assigned work that is consistent with a college course, but the work must be assigned and evaluated by a certificated district or charter employee. There are **additional requirements for independent study that must be met** in order to receive apportionment.

Q: Practitioners are worried about being out of compliance. What **areas do you think are the easiest to fall out of compliance?**

RESPONSE: Probably in **not offering the 64,800 annual minutes, and not scheduling students for the required minimum day.** A common misperception is that community college classes count towards the minimum daily minutes and they typically do not. Further, local educational agencies and community colleges cannot get funded twice for the same class, they need to choose.

It is also important to understand that **for a course to count towards meeting the district's annual instructional minute requirement it needs to be a general offering.** That is there can't be only that class and one other class, say Band, offered at the same time. There needs to be other, regular classes offered at the same time that would apply to all 9-12 students [for the purposes of this example] for it to be counted as a regular offering.

Q: If practitioners **have questions** about instructional minutes and dual enrollment, where can they go?

RESPONSE: They can **contact me, Wendi McCaskill** at WMcCaskill@cde.ca.gov.