

HOW TO REPORT A STUDENT ATTENDING TWO EDUCATIONAL FACILITIES WITHIN THE SCHOOL DAY

The existing rule in PSIS is as follows:

If a student attends two educational facilities within the school day, report the facility where the student receives the majority of their core academic curriculum in Facility Code 1.

In cases where you are requesting organization codes for a new Alternative Program:

Students enrolled in any kind of program for the entire day must have that program's Organization Code reported as Facility Code 1 in PSIS. When students have split schedules that place them at two locations within the school day, there are two questions that should be considered when determining which location should be reported as Facility Code 1 and which as Facility Code 2 in PSIS. First, if the majority of time is spent on one location, that location should be reported as Facility Code 1. If the student's time is split fairly evenly across the two locations, consider the location where the student receives the majority of their core academic instruction and report that program as Facility Code 1.

For example: If a student attends the regular high school for 4 hours of their day and spends 2 ½ hours each day at the alternative HS program, report the high school's organization code in Facility Code 1 and the alternative program's organization code in Facility Code 2.

It is important to distinguish between segregated special education classrooms and districtwide special education programs. Segregated special education classrooms only serve students from that "community" school whereas districtwide special education programs are designed to serve students from multiple sending district buildings.

For example: a district with 3 elementary schools may have 0-5 students at each building with significant behavior issues that require a segregated classroom with a full-time ED teacher. Districts may create one ED classroom in each elementary school or may choose to consolidate those three smaller classes into one districtwide ED program that is housed in one of the elementary schools.

The district that offers the separate class at each building to serve the needs of the students within that building does not need a separate code. The district that consolidates the classes into a program that accepts placements from all three building is required to obtain a separate code to allow for the identification of the students placed into the program.

The code is not intended to be a deterrent to districts interested in creating districtwide programs. The code will allow for proper coding of students for federal FAPE environments and allow the department to identify the existence and location of programs that exist in the state.