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MEMORANDUM

DATE: September 15, 2011

TO: District School Superintendents
District Finance Officers

FROM: Dr. Michael Grego, Chancellor, Division of Public Schools
Linda Champion, Deputy Commissioner, Finance and Operations

SUBJECT: Submission of Required Information to the Department of Education
Related to District Virtual Instruction Programs

During the 2011 Legislative Session, the Florida's Legislature passed and Governor Scott signed into law [Committee Substitute/Committee Substitute for House Bill 7197 \(CS/CS/HB 7197\)](#), which became effective July 1, 2011. Portions of this bill relate to the expansion of virtual instruction by school districts and information now required to be submitted by school districts to the Department of Education.

New Requirements for Districts and the Department of Education

Section 1002.45(1)(e), Florida Statutes, requires each school district to:

- Provide to the Department of Education, by each October, a copy of each contract and the amounts paid per unweighted full-time equivalent student for services procured via contract with the Florida Virtual School or contract with an approved provider.
- Expend the difference between funds provided for the participating students and the price paid for the contracted services for the district's local instructional improvement system ([see Section 1006.281, Florida Statutes](#)) or other technological tools that are required to access electronic and digital instructional materials.
- Report to the Department of Education, at the end of the fiscal year but no later than September 1, 2012, an itemized list of the technological tools purchased with these funds.

Department's Plan for Implementation

To help school districts implement these requirements, the Department will create a web page to include the following components for each contract.

- An online questionnaire for district completion related to the contract(s), identifying the following information for contracts with the Florida Virtual School or approved provider
 - Contractor
 - Grade levels (i.e., K-3, 4-5, 6-8, 9-12)
 - Program areas to be served (i.e., full-time K-12, part-time 9-12, or full-time/part-time dropout prevention and academic intervention; Department of Juvenile Justice programs; core courses to meet class size requirements)
 - Base contract price per full-time student completion
 - For part-time programs, base contract price per course completion
 - Services provided in base contract price (i.e., curriculum, instructors, professional development, Internet access, computers, and related equipment, other)
 - Additional costs for services not included in the contract price (professional development, computers and other equipment, Internet access, other learning resources or courses)
 - Additional amount paid for services identified above

- District submission of PDF file(s) of the above contract (4 MB maximum file size for each submission)

Please submit your contracts and forms to the Department by October 14, 2011. The submission window will open on October 5, 2011, and can be accessed from the following website:

<http://www.fldoe.org/Schools/virtual-schools/DistrictVIP.asp>

Prior to September 1, 2012, districts with a difference in funds provided for the participating students and the price paid for the contracted services will be required to provide an itemized list of technological tools purchased with these funds.

If you have questions, please contact Sally Roberts at Sally.Roberts@fldoe.org or Mark Eggers at Mark.Eggers@fldoe.org. Thank you in advance for your timely submission of this required information.

LC/MG/sr