



## Guidance Document for Attendance-Based Online/Virtual (ABV) Course Set Up in Infinite Campus

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This is a companion to the [Course Data Standard](#) and [Attendance Tracking for Full-time Virtual Students](#) guidance documents.

### What is it?

Attendance-Based Online/Virtual (ABV) is a course type aligned to the full-time enrolled attendance-based tracking model outlined in [704 KAR 3:535](#). This attendance-based, or seat-time, model is required for full-time enrolled virtual students in grades Kindergarten (K) through Four (4) and optional for grades Five (5) through Twelve (12). The attendance box is to be checked for these courses and students added to a Blended Learning Group (BLG) for attendance tracking purposes. See the [Attendance Tracking for Full-time Virtual Students document](#) for BLG setup instructions for more information.

### Who should use it?

The ABV course type should be selected when setting up attendance-based (seat-time) courses for full-time enrolled virtual students in grades K-4. Online/Virtual courses for full-time enrolled students in grades 5-12 have the option of being attendance-based virtual or virtual and performance-based. This course type is not tied specifically to a school or program classification. It can be utilized if your program is an A5 Alternative Education Program, an A8 Full-time Enrolled Online, Virtual and Remote Learning Program, or an 'academy' model where students are enrolled primarily in the A1 school. It is not appropriate for less than full-time course loads (part-time or supplemental course pick-ups). This document covers scenarios specific to full-time online/virtual students.

### When should performance-based course set up be used instead?

The [Virtual and Performance-based \(V/PB\)](#) model in [704 KAR 3:305](#) is applicable for full-time and less than full-time course loads (part-time or supplemental course pick-ups) to award credits and verify attendance in grades five through twelve (5-12). Tracking attendance for students in this scenario should use a digital learning placeholder course in the student's schedule. Attendance is taken on the placeholder course during the student's daily schedule and the actual course is set up as a performance-based (Type Virtual) course outside of the instructional day. Please see [Guiding Principles for Using Course Code 960001 Digital Learning Placeholder](#) and [Virtual and Performance-based Course Set-Up and Attendance Verification document](#) for more information on how to set this up.

### ABV Course Set-Up

It is important that all online/virtual courses be set up correctly in Infinite Campus (IC) so (1) funding can be appropriated correctly to districts, (2) determinations can be made more easily for federal online/virtual reporting and (3) data regarding online/virtual courses is reflected accurately.

## Guiding Principle

Course set-up in IC should match the reality of courses being taken by students.

## Scenarios and Corresponding Course Set-Up

This document outlines some, not all, **possible** course scenarios online/virtual programs may be offering and provides guidance on how to set these courses up in IC.

### Scenario A: Course Set-up for Attendance-Based Online/Virtual [704 KAR 3:535]

**Scenario:** District A provides an A8 full-time enrolled program for students in grades K-5 only.

**Course Set up:** Since the district offers full time online, virtual, and remote enrollment in grades K-4, the use of [704 KAR 3:535](#) is required for course set up to award credit and track attendance for at minimum those grade levels. Districts generally elect to also include grade 5 for consistency even though grade 5 is eligible to utilize virtual and performance-based course set up. This setup must include the creation, use and transfer of attendance data via Blending Learning Groups in IC.

- **Type** = ABV: Attendance-Based Online/Virtual
- **Instructional Setting** = 05: Online
- **Teaching Method** =
  - *Option 1 - 10: Digital Learning Provider*
    - An online/virtual course utilizing a digital content provider with a KY certified teacher as the teacher of record, largely in an asynchronous format (excluding credit recovery courses)
  - *Option 2 - 20: Blended Instruction*
    - An online/virtual course with a combination of synchronous and asynchronous learning facilitated through a digital content provider and a KY certified teacher
- **Attendance** = Attendance box must be checked

#### **Additional related variations where this course set up could be utilized:**

- District A elects grades K-12 instead of K-5
- District A utilizes an A5 classification instead of an A8

### Scenario B: Hybrid Courses

**Scenario:** District C provides an A8 full-time enrolled program for students in grades K-5 where students receive synchronous and asynchronous instruction online as well as attend in-person sessions with their Kentucky certified teachers on campus as needed.

#### **Course Set-Up:**

- **Type**: ABV: Attendance-Based Online/Virtual
- **Instructional Setting**: 05: Online
- **Teaching Method**: 20: Blended instruction
  - An online/virtual course with a combination of synchronous and asynchronous learning facilitated through a digital content provider and a KY certified teacher

#### **Additional related variations where this course set up could be utilized:**

- If the grade levels were 6-12, the program could utilize either model for course set up and attendance verification.

#### Scenario C: Combination

**Scenario:** District C provides an A8 full-time enrolled program for students in grades K-12. Students in grades K-5 courses are set up utilizing attendance-based model and students in 6-12 are set up utilizing virtual and performance-based.

#### Course Set-Up for K-5:

- **Type** = ABV: Attendance-Based Online/Virtual
- **Instructional Setting** = 05: Online
- **Teaching Method** =
  - *Option 1* - 10: Digital Learning Provider
    - An online/virtual course utilizing a digital content provider with a KY certified teacher as the teacher of record, largely in an asynchronous format (excluding credit recovery courses)
  - *Option 2* - 20: Blended Instruction
    - An online/virtual course with a combination of synchronous and asynchronous learning facilitated through a digital content provider and a KY certified teacher
- **Attendance** = Attendance box must be checked

#### Course Set-Up for 6-12:

- **Type** = V: Online/Virtual
- **Instructional Setting** = 05: Online
- **Teaching Method** =
  - *Option 1* - 10: Digital Learning Provider
    - An online/virtual course utilizing a digital content provider with a KY certified teacher as the teacher of record, largely in an asynchronous format (excluding credit recovery courses)
  - *Option 2* - 20: Blended Instruction
    - An online/virtual course with a combination of synchronous and asynchronous learning facilitated through a digital content provider and a KY certified teacher
- **Attendance** = Should not be checked

#### Frequently Asked Questions

**Q:** *How I do take attendance for a student who is not full-time virtual but is taking online/virtual coursework during the school day?*

**A:** Students who are taking online/virtual courses for performance-based credit should have a digital learning placeholder on their daily schedule where schools can take attendance. Please see [Guiding Principles for Using Course Code 950001 Digital Learning Placeholder](#) for more information.

**Q:** *How do I set up homeroom courses and Blended Learning Groups for attendance-based online/virtual?*

**A:** The district can choose to have two homeroom sections, or the district can track one period as homeroom and one other period as a core content course. See the [Attendance Tracking for Full-time Virtual Students document](#) for more information on how to set up Blended Learning Groups.

**Q:** *Where can I find information about setting up Blended Learning Groups?*

**A:** Please reference the [Attendance Tracking for Full-time Virtual Students document](#)

## Appendix A

### Federal Definitions for Virtual Schools

**FULLVIRTUAL** - The school has no physical building where students meet with each other or with teachers; all instruction is virtual.

**FACEVIRTUAL** - The school focuses on a systematic program of virtual instruction but includes some physical meetings among students or with teachers.

**SUPPVIRTUAL** - The school offers virtual courses, but virtual instruction is not the primary means of instruction.

**NOTVIRTUAL** - The school does not offer any virtual instruction.

### Helpful Resources

[A8 Full-time enrolled Online/Virtual, and Remote Learning Classification Guidance](#) [OET]

[Online, Virtual, and Remote Learning Program Toolkit](#) [OET]

[704 KAR 3:535](#) Full-time Enrolled Online, Virtual, and Remote Learning Programs [OET]

[704 KAR 3:305](#) Minimum Requirements for High School Graduation [OTL]

[Attendance Tracking for Full-Time Virtual Students/Blended Learning Groups](#) [OFO]

[Attendance Program Review: Full-time Virtual](#) [OFO]

[Virtual and Performance-based Course Set up and Attendance Verification](#) [OFO]

[Course Data Standard](#)

[Dual Credit Data Standard](#)