

The background of the slide is a composite image. The top left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several white student desks and black chairs are arranged in the room.

Virtual & Performance Based Course Setup

Office of Finance and Operations
Division of District Support
Student Tracking Data Branch



Kentucky Department of
E D U C A T I O N

Virtual Performance Facts

- Infinite Campus should reflect as closely as possible what actually happened in the school.
- Students cannot be checked out in Infinite Campus during the time they are in a non-attendance class
- Virtual or performance based attendance does not count on the Growth Factor to show growth
- Seat time classes must contain a Carnegie unit of time (120 hours)
- Virtual or performance-based classes can be set up to earn a Carnegie unit of attendance even if the course is completed in less time



Virtual or Performance Based (V/PB)

- Dual credit college classes
- Online classes
- Credit recovery

Do these HAVE to be V/PB?

Gatton, Craft, Votruba Young Scholars Academy (NEW CHANGE)

- ✓ **No**, HB 500 (2026) excludes Average Daily Attendance (ADA) for the purpose of calculating SEEK.
- There is no attendance taken for these classes
- **Follow guidance for Gatton, Craft, Votruba enrollments via:**
Infinite Campus at the Home High School for Residential Dual Credit Academy Students

Do these HAVE to be V/PB?

Dual credit college classes

✓ District option

- Dual Credit College Classes that are off campus should be set up as Performance Based
- Dual Credit College Classes can be on school grounds and meet than less than 120 hours should be set up as Performance Based
- A Dual Credit Base holder course can be set up to take attendance if students are on campus every day



Do these HAVE to be V/PB?

Virtual classes

- ✓ Can only be Virtual if the class is completely off campus
 - Students must not be in the school for a Virtual Class
 - On-line classes taken on campus should be marked for attendance

Do these HAVE to be V/PB?

Credit Recovery

- District option
 - If classes are less than 120 hours, they need to be Performance Based
 - Credit Recovery classes taken off campus should be set up as Virtual
 - A Credit Recovery place holder can be set up to take attendance on students in Performance Based Classes who are expected to be there every day

Do these HAVE to be V/PB?

- Classes where credit is given upon completion of a pre-defined criteria
 - ✓ Yes, required to be Performance Based
- Innovative scheduling
 - ✓ District option

Pros and Cons of V/PB Courses

Pro

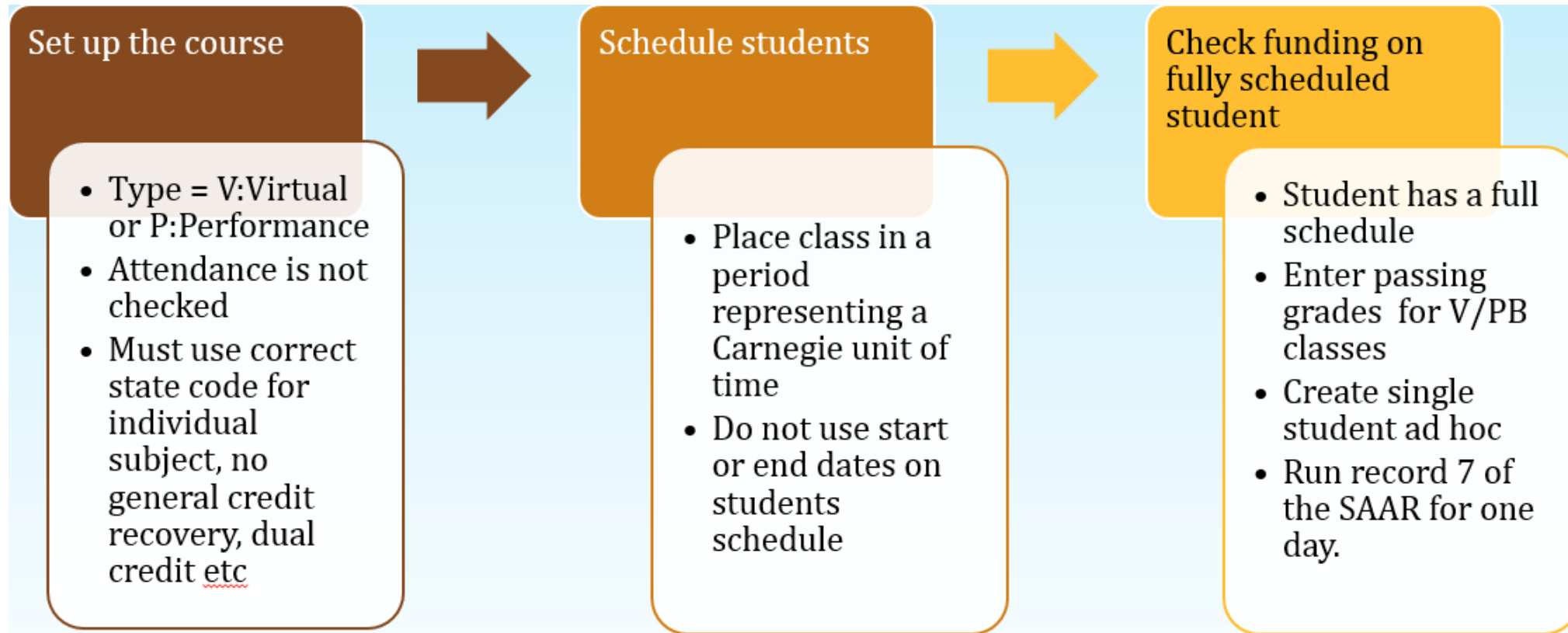
- 100% attendance when they pass the class
- Does not require 120 hours
- Allows students to work at their own pace

Con

- No attendance if they do not pass
- Cannot check in or out students without seat time attendance
- No V/PB attendance on the Growth Factor report



Virtual/Performance Based





Virtual/Performance Based

- Make sure you have a period outside the standard day that is a Carnegie unit of time

PeriodSchedule Info						
*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day		
S1	1	450	415	475		
<i>Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.</i>						

Period Info						
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X 1	1	07:55 AM	08:50 AM	0	☐	☒
X 2	2	08:50 AM	09:50 AM	0	☐	☒
X 3	3	09:50 AM	10:50 AM	0	☐	☒
X 4	4	10:50 AM	12:50 PM	25	☐	☒
X 5	5	12:50 PM	01:50 PM	0	☐	☒
X 6	6	01:50 PM	02:50 PM	0	☐	☒
X 7 ACTIVITY	7	02:50 PM	02:51 PM	0	☒	☐
X V/PB	8	02:51 PM	04:01 PM	0	☒	☐

Add Period



Virtual/Performance Based

- Course Setup

The screenshot shows a 'Course Information' form for CourseID 15778. The form includes fields for Course Number (V101), Name (Credit Recovery English III), Subject Type, State Code (230107), Department (ENGLISH), Max Students, GPA Weight (0), Bonus Points, Transcript, Terms (0), Schedules (0), Periods (0), Sections to Build (0), Required, Activity, and checkboxes for Homeroom, Allow requests, Allow teacher requests, Attendance, and Unit Attendance. Two red arrows point from the 'Type' dropdown menu (showing 'V: Virtual' selected) and the 'Attendance' checkbox to enlarged callout boxes on the right. The 'Type' callout shows a dropdown menu with 'V: Virtual' selected. The 'Attendance' callout shows a checkbox labeled 'Attendance'.



Virtual/Performance Based

- Grading Task

The screenshot shows the 'Grading Task Editor' interface. At the top, there are tabs for 'Course', 'Sections', 'Grading Tasks', 'Standards', 'Composite Grading', 'Scheduling Rules', 'Fees', and 'Bui'. Below the tabs, there are 'Save' and 'Add' buttons. The 'Add' button is circled in red. Below the buttons is a table with columns: 'Grading Task', 'Credit Group', 'Credit Type', 'Score Group', 'Credit', and 'Term GPA'. The table is currently empty. Below the table is the 'Course Grading Task Detail' section. In this section, the '*Grading Task' dropdown is set to 'Final Grade' and is circled in red. Below it, the 'Score Group' dropdown is also circled in red. To the right, there is a 'Default Grade Book Task' checkbox and a 'Credit Type' dropdown. At the bottom, there are input fields for 'Term GPA', 'Credit', and 'Term Mark'.



Virtual/Performance Based

- Select a score for each student from the dropdown score list

Section

Staff History

Roster

Attendance

Grading By Task

Grading By Student

 Save

T2 - Final Grade

▼

Fill Grades

Task	Percent	Score	Comments
T2 - Final Grade ▼		▼	⌵ ⌶ ✎ ✕
Select items to fill: ☐ Percent ☐ Score ☐ Comments Fill Empty Fill All			

Name	Percent	Score	Comments
12 Barnette, Garnetta F #19566	97	A/97 ▼	⌵ ⌶ ✎ ✕

Virtual/Performance Based

- SAAR Record 7 one day combined seat time and V/PB

#450 LYNN CAMP HIGH SCHOOL

Grade	BASE Aggregate Days - PRESENT							Days
	T1	T2	T3	T4	T5	NT	Total	
10	.87	.00	.00	.00	.00	.00	.87	1
Total	.87	.00	.00	.00	.00	.00	.87	

Grade	BASE Aggregate Days - ABSENT						
	T1	T2	T3	T4	T5	NT	Total
10	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

Grade	ADJUSTMENT Aggregate Days - PRESENT						
	T1	T2	T3	T4	T5	NT	Total
10	.13	.00	.00	.00	.00	.00	.13
Total	.13	.00	.00	.00	.00	.00	.13

Grade	ADJUSTMENT Aggregate Days - ABSENT						
	T1	T2	T3	T4	T5	NT	Total
10	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

Virtual/Performance Based

- Sometimes attendance needs to be taken but all classes are performance based
 - Examples
 - Alternative school
 - Expelled with services

Virtual/Performance Based

- Create an Attendance Placeholder Course

The screenshot displays the 'Course Master Detail' form with the following fields and values:

- *Course Catalog:** District Catalog
- *Number:** 10000
- *Name:** Attendance Placeholder
- Subject Type:** (Empty dropdown)
- State Code:** 96001
- Department:** (Empty dropdown)
- Schedule Load Priority:** (Empty dropdown)
- Max Students:** (Empty dropdown)
- GPA Weight:** 0
- Bonus Points:** (Empty dropdown)
- Terms:** 0
- Schedules:** 0
- Periods:** 0
- Sections to Build:** 0
- Transcript:** (Empty dropdown)
- Required:** (Empty dropdown)
- Type:** (Empty dropdown)
- Difficulty Level:** (Empty dropdown)
- Responsive:** (Empty dropdown)
- Activity:** (Empty dropdown)
- Standards-based:** ☐
- Active:** ☒
- External LMS Exclude Course-Only Curriculum:** ☐
- Homeroom:** ☐
- Allow student requests:** ☐
- Allow teacher requests/recommendations:** ☐
- Hide Standards On Portal:** ☐
- Repeatable:** ☐
- Attendance:** ☒
- Unit Attendance:** ☐
- Instructional Time:** 0
- Teaching Method:** 01: Direct Instruction
- Instructional Setting:** 01: Onsite Classroom

Virtual/Performance Based

- ✓ All periods where the student will attend

Section	Schedule Placement			
	Quarters			
	Q1	Q2	Q3	Q4
1	☒	☒	☒	☒
2	☒	☒	☒	☒
3	☒	☒	☒	☒
4	☒	☒	☒	☒
5	☒	☒	☒	☒
6	☒	☒	☒	☒
7 ACTIVITY	☐	☐	☐	☐
V/PB	☐	☐	☐	☐



Virtual/Performance Based

- Sample alternative school student schedule

	Term Q1 (08/12/15- 10/07/15)	Term Q2 (10/13/15- 12/18/15)	Term Q3 (01/04/16- 03/04/16)	Term Q4 (03/07/16- 05/13/16)
1	10000-1	10000-1	10000-1	10000-1
2	Attendance Placeholder	Attendance Placeholder	Attendance Placeholder	Attendance Placeholder
3				
4				
5				
6				
7	EMPTY	EMPTY	EMPTY	EMPTY
ACTIVITY				
V/PB	502-1 READING	502-1 READING	502-1 READING	502-1 READING
	507-1 MATHEMATICS	507-1 MATHEMATICS	507-1 MATHEMATICS	507-1 MATHEMATICS
	508-1 SCIENCE	508-1 SCIENCE	508-1 SCIENCE	508-1 SCIENCE



Seat Time Attendance

- Student is expected to attend full day and attendance is taken
- PB classes are scheduled into the V/PB period
- The SAAR report calculates the seat time attendance first and caps the V/PB attendance, so a student never generates over one day of attendance per day.

✓ NOTE: Do not schedule students into a seat time class if you are not really taking attendance.

Performance Based/Seat Time

- Record 7 all year example student

Grade	DISTRICT BASE Aggregate Days - PRESENT TOTAL						Total
	T1	T2	T3	T4	T5	NT	
11	.00	.00	174.50	.00	.00	.00	174.50
Total	.00	.00	174.50	.00	.00	.00	174.50

Grade	DISTRICT BASE Aggregate Days - ABSENT TOTAL						Total
	T1	T2	T3	T4	T5	NT	
11	.00	.00	.50	.00	.00	.00	.50
Total	.00	.00	.50	.00	.00	.00	.50

Grade	DISTRICT ADJUSTMENT Aggregate Days - PRESENT TOTAL						Total
	T1	T2	T3	T4	T5	NT	
11	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

Grade	DISTRICT ADJUSTMENT Aggregate Days - ABSENT TOTAL						Total
	T1	T2	T3	T4	T5	NT	
11	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

Performance Based/Seat Time

- SAAR Record V Detail

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 10/27/2015 03:03:07 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Detail Report Whole School Year Adhoc Filter: cb Calendar: 1516 Knox Central High School Grades Count: 1
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#410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
11	BA 5	.00	65.00	.00
Totals		.00	65.00	.00

Verify Virtual/Performance Credit

- **Verify Data Entry SAAR Report Record V**

- **Calendars:** Select the calendars you want to verify
- **Report Type:** Detail
- **Report Selection:** Check only RV Virtual Performance Based Attendance
- **Generate** the report.

Index Search < Superintendent's Annual Attendance Report (SAAR)

Superintendent's Annual Attendance Report (SAAR) Enrollment Report
The SAAR provides a summary of each district's attendance data for the entire school year. Detail report types provide student-level data for verification, analysis and reference.

Report Options

Report Type: ☒ Detail ☐ Summary

Extract Format: PDF

☒ Date Range: [] To []

☐ School Month

Report Selection ☐ All Reports

☐ R9 Over/Under Attendance

☐ R9 Non-Contract Attendance

☐ RV Home/Hospital Attendance

☒ RV Virtual Performance Based Attendance

☐ RV Out of School Suspension

☐ RX Expulsion

Generate Report Validation Report Submit to Batch



Verify Virtual/Performance Credit

After a passing grade is entered, the amount of attendance credit per student will show on the report.

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 08/02/2016 03:36:20 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Detail Report Whole School Year Calendar: 1516 Knox Central High School Grades Count: 4
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#410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days		Uncapped Performance Proficient Days		Capped Virtual/Performance Proficient Days
10	Bametta, Gametta Faye SID # [redacted]	.00	+	29.58	=	29.58
Totals		.00		29.58		29.58



Verify Virtual/Performance Credit

- *Student with Seat-Time and Virtual Classes*
- A student would also be over scheduled if they had a partial day seat-time schedule and excess V/PB classes
- A student will generate AT MOST one day of Aggregate Daily Attendance (ADA) per each day they are enrolled
- The Capped V/P Proficient Days is the sum of the Uncapped Performance Proficient Days plus the Uncapped V Proficient days. If the student is overscheduled, the Capped V/P will be capped to only allow one day's attendance per day per student.



Verify Virtual/Performance Credit

- Record V: Student earned 11.88 days of attendance ADM/ADA – Student shows .79 Funding ADA.
- Total attendance credit for the student
- $(11.88 / 172) + .79 = .86$ ADA For the Year



Verify Virtual/Performance Credit

- Student earned 223.06 V/P Uncapped
- Zero funding on ADM/ADA Report
- Capped at 172

#070 HIGH SCHOOL

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
12	Amc	.00	11.88	11.88
11	Ave	.00	223.06	172.00
12	Ayy	25.63	24.58	44.67
11	Brur	49.63	.00	.00
12	Burt	17.38	26.06	44.67

17-18
HIGH SCHOOL

Generated on 06/06/2018 11:13:06 AM Page 1 of 4

KY ADM ADA Detail Report for Grade 11
ADA: Funding Whole School Year Transportation: NT, T1, T2, T3, T4, T5
All Grades Sort by Grade

Grade	Student Enrollment	T-Code	Funding ATT	Funding ADA	Funding ADM	Truancy ATT	Truancy ADA
11	Act	NT	145.50	26.50	0.85	1.00	0.85
11	Adi	T1	140.00	32.00	0.81	1.00	0.81
11	Ahr	NT	163.50	8.50	0.95	1.00	0.95
11	Alv	NT	79.50	8.50	0.46	0.51	0.46
11	Anr	NT	161.50	10.50	0.94	1.00	0.94
11	Ave	NT	0.00	0.00	0.00	1.00	0.00
11	Bat	T1	160.50	2.50	0.97	1.00	0.97
11	Bur	NT	160.50	2.50	0.97	1.00	0.97

Dual Credit

- Dual Credit means a student can take a class and get a high school credit and college credit for the same class.
 - Dual Credit classes are usually set up as Performance Based with a few rare exceptions. They are most often performance based for the following two reasons:
 - Any course used for high school credit that meets less than 120 hours must be set up as a performance based class.
 - Any classes that are held off campus where a certified person is not there taking attendance should also be performance based classes.
- ✓ **Note:** If the dual credit class is offered on campus attendance should be taken on the student. This can be accomplished with the placeholder course.

Dual Credit

- Place holder Set-Up
- Students doing dual credit both on campus and off campus, you will need two different placeholders. The place holder for on campus should be marked for attendance

A screenshot of a course setup form. The form includes fields for *Number (950001OS), *Name (Dual Credit On Site), Subject Type, State Code (950001), Department, GPA Weight (0), Max Students, Bonus Points, Terms (0), Schedules (0), Periods (0), Sections to Build (0), Transcript (checked), Required (checked), Type, Difficulty Level, Responsive (unchecked), Activity, Homeroom (unchecked), Allow student requests (checked), Allow teacher requests/recommendations (unchecked), Hide Standards On Portal (unchecked), Repeatable (unchecked), Attendance (checked), Unit Attendance (unchecked), Instructional Time (0), Teaching Method (12: Dual Credit - College Offered), Instructional Setting (05: Online), and Comments. The State Code field is highlighted with a red box, and the Attendance checkbox is circled in red.

Make sections of the course for any periods when students will be working on dual credit classes on campus. These could be online, college classes the student will work on in a computer lab each day

Resources

KDE Resources

Ruth Britt (Ruth.Britt@education.ky.gov)

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Documentation on the KSIS Data Standards page

[Virtual and Performance Based Course Setup](#)

[Infinite Campus at the Home High School for Residential Dual Credit Academy Students](#)