

Pupil Accounting Policy

A. Legal Authority/Requirement

- R277-419 Pupil Accounting
- UCA 53F-5-501 *Competency Based Education*

B. PURPOSE AND PHILOSOPHY

1. Student membership is a primary driver of school finance for Utah public schools. In determining its student membership, InTech uses the following:
 - a. In-person attendance – for attendance validated programs
 - b. Learner validated enrollment measurements – for learner validated programs
2. The purpose of this policy is to outline how student membership will be recorded and accounted for InTech’s programs.

C. DEFINITIONS

1. “Attendance validated program” means a program that consists of eligible, enrolled public school students who physically attend school in a brick-and-mortar school.
2. “Blended learning program” means a formal education program under InTech’s direction in which a student learns through an integrated experiences that is in part:
 - a. Through online learning, with some element of student control over time, place, path, or pace; and
 - b. In a supervised brick-and-mortar school away from home.
3. “Competency based learning program” means an education program that provides instruction through competency-based education as defined in Section 53F-5-501.
4. “Educational services” means providing learning opportunities and services designed to support a student to be prepared to succeed and lead by having the knowledge and skills to learn, engage civically, and lead meaningful lives, including by providing:
 - a. High quality instruction for each student
 - b. Personalized learning supports for each student
 - c. Implementation of evidence-based student health and wellness practices.
5. “Learner validated enrollment measurement” means a methodology used to establish a student’s membership or enrollment status for purposed of generating membership days.

6. "Learner validated program" means a program within InTech that consists of eligible, enrolled public school students where the student receives instruction through:
 - a. An online learning program
 - b. A blended learning program;
 - c. A competency based learning program.

7. "Program" means a course of instruction within a school that is designed to accomplish a predetermined curricular objective or set of objectives.

D. Student Membership Eligibility and Continuing Enrollment Measurements

1. Unless otherwise required or prevented by law, InTech shall allow students to be enrolled in other LEAs so long as students are enrolled in InTech programs at least half time.

2. Students enrolled at InTech shall meet the following requirements:
 - a. have not previously earned a basic high school diploma or certificate of completion;
 - b. have not been enrolled in a YIC program;
 - c. does not have unexcused absences, which are determined using one of the learner validated enrollment measurements;
 - d. is a resident of Utah;
is of qualifying school age or is a retained senior;

3. InTech shall not count a student as "in membership" for the purpose of pupil accounting if the student has had unexcused absences for each of the prior 10 days.

4. Membership/attendance requirements for InTech students by program
 - a. Attendance Validated Program
 - i. Attend regular learning facility operated by InTech on each regularly scheduled school day, if enrolled in an attendance validated program

 - b. Home and Hospital Program
 - i. Students have direct instructional contact with a licensed educator provided by InTech at the student's place of residence or convalescence for at least 120 minutes each week during an expected period of absence, if physically excused from such a facility for an extended period of time, due to:
 - (i) injury;
 - (II) illness;
 - (III) surgery;
 - (IV) suspension;
 - (V) pregnancy;
 - (VI) pending court investigation or action; or

(VII) other reason for which InTech determines that home instruction is necessary;

c. CTE Course Enrollment at UTECH

- i. Course is not offered at the student's school of membership
- ii. Course used to meet USBE-approved CTE graduation requirements
- iii. Enrollment consistent with the student's PCCR

d. Learner Validated Enrollment, that is

- i. Enrollment consistent with the student's PCCR
- ii. Approved by student's counselor
- iii. Includes regular instruction or facilitation

E. Learner Validated Enrollment Measures

1. InTech uses each of the following, alone or in combination, as its learner validated enrollment measurements, for which students will be counted as in attendance and/or in membership.
 - a. Online synchronous attendance in an InTech class or program
 - b. Conferencing with or receiving tutoring from (in-person, online, or telephonically) a teacher.
 - c. Turning in one or more completed, or substantially completed, assignments.
2. For a student enrolled in a learner validated program, InTech may not count a student as an eligible student if InTech has not personally engaged with the student during the prior ten consecutive school days.
3. InTech will document each student's continued enrollment status in compliance with this policy and USBE rule at least once every ten consecutive school days.
4. InTech will appropriately adjust and update student membership records in the student information system for students that did not meet either the attendance validated or the learner validated enrollment measurement.

F. Graduation/Transfer Codes

1. InTech shall use SSIDs for each students
2. InTech shall use appropriate graduation and student transfer codes
3. InTech shall use UTREX uploads and error checks to verify membership/code accuracy

Document History:

23 May 2025	Combined Learner Validated Enrollment with Pupil Accounting Policy
27 Sept 2018	Former directive adopted as policy