

District Name: Pharr-San Juan-Alamo ISD
 Campus Name: _____
 County-District-Campus Number: 108909-_____

TEXAS EDUCATION AGENCY
Optional Flexible School Day Program (OFSDP)
Daily Contact Minutes Register
 School Year 2008-2009

Reporting Period: _____
 Week No.: _____
 Dates of Reporting Period: _____
 Begins: _____
 Ends: _____

Daily Record of Actual Contact Minutes Served

To earn ADA, a student on any given day must attend at least 45 minutes of OFSDP-only instruction.

Student ID	Student's Name	Grade	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
			OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course
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Type or Printed Name of Teacher	Date	Signature of Teacher
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Instructions for Completing the OFSDP Daily Contact Minutes Register

To earn ADA, a student on any given day must attend at least 45 minutes of OFSDP-only instruction. If a student on any given day attends the OFSDP for fewer than 45 minutes, then no ADA will be earned.

OFSDP contact minutes must be recorded daily by the student's OFSDP teacher. If a student is served by more than one OFSDP teacher, then one designated teacher should record the combined contact minutes of service provided for the student. The time in which a student receives OFSDP instruction must be reported in the "OFSD" column.

Reporting Period – Enter the six-week period for which the attendance data are being reported (1–9).

Week No. – Enter the number of the week in the reporting period.

Dates of Reporting Period – Enter the beginning and ending dates of the reporting period.

Student ID – Enter the student's id.

Student Name – Enter the student's legal name as shown in the attendance system.

Grade – Enter the student's grade in that during that Six Weeks.

OFSD – Record the actual number of daily contact minutes the student on any given day attends the OFSDP only or the OFSDP in combination with regular attendance and/or special program attendance (high school credit courses). Contact hours may not exceed 10.00 per day for OFSDP-only instruction or 12.00 per day for OFSDP in combination with regular instruction.

CTE Course – Out of the OFSD minutes logged in the OFSD column, here record the actual number of daily contact minutes the student was served in an approved career and technical education course. A student can generate a maximum of 360 minutes per day for weighted funding purposes. However, all minutes of attendance in CTE coursework must be reported.

The teacher **MUST** sign and date the completed OFSDP Daily Contact Minutes Register.

The completed OFSDP Daily Contact Minutes Register should be **retained at the district** for audit purposes.

Weekly Record of Actual Contact Minutes Served

To earn ADA, a student on any given day must attend at least 45 minutes of OFSDP-only instruction.

Student ID	Student's Name	Grade	PRS /PEP	Sp Ed Inst. Sett.	LEP (Bil/ESL)	GT	Week # 1		Week # 2		Week # 3		Week # 4		Week # 5		Week # 6		Week # 7		Total	
							OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course	OFSD	CTE course
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Signature of Clerk	Date	Signature of Principal	Date
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Instructions for Completing the OFSDP Weekly Contact Minutes Register

To earn ADA, a student on any given day must attend at least 45 minutes of OFSDP-only instruction. If a student on any given day attends the OFSDP for fewer than 45 minutes, then no ADA will be earned.

Reporting Period – Enter the six-week period for which the attendance data are being reported (1–9).

Dates of Reporting Period – Enter the beginning and ending dates of the reporting period.

Student ID – Enter the student's id.

Student Name – Enter the student's legal name as shown in the attendance system.

Grade – Enter the student's grade for the six-week reporting period.

PRS/PEP – Enter a 1 for students who participate in the Pregnancy, Education, and Parenting (PEP) program and for female students who meet the eligibility requirements for the Pregnancy Related Services program (pregnant or in the postpartum period) and are receiving PRS services from the district.

Sp Ed Inst. Sett. – If the student is Special Education Student, enter the Instructional Setting Code.

For ex: MS - Mainstream HB - Homebound HC - Hospital Class ST - Speech Therapy RR - Resource Room SC - Self-Contained OH - Off Home Campus

VA - Vocational Adj. DS - Day School RC - Res. Care & Treatment

LEP (Bil/ESL) – Enter the appropriate LEP-Indicator-Code for the student for the six-week reporting period.

GT – Enter a 1 if the student participates in the G/T program for the six-week reporting period.

Weekly OFSD – Enter the total number of weekly contact minutes for each student that attended the OFSDP only or the OFSDP in combination with regular attendance and/or special program attendance (high school credit courses) from the OFSDP Daily Contact Minute Registers.

Weekly CTE Course – Enter the total number of weekly contact minutes for each student that was served in an approved career and technical education course from the OFSDP Daily Contact Minute Registers.

The Campus Clerk and Campus Principal MUST sign and date the completed OFSDP Weekly Contact Minutes Register.

The completed OFSDP Weekly Contact Minutes Register should be **retained at the district** for audit purposes.