

2024 – 25 Kent ISD Programs – Hours of Instruction & FTE

2024-25 Dual Enrollment and LaunchU Notes	<ul style="list-style-type: none"> • KCTC Dual Enrollment (PA-5GA) courses apply to the satellite programs operated at Gerald R. Ford Int’l Airport, the Culinary cohort that meets for seated CTE instruction 3 days/week, and to the new Medical Assisting program offered at Davenport University. See additional detail below for each program. (Pupils in these KCTC dual enrollment courses (PA-5GA) are NOT part of LaunchU (PA-5GB)) • KCTC Dual Enrollment (PA-5GA) and LaunchU courses (PA-5GB) are both college courses where the # of college credits earned & proof of tuition payment are used for FTE purposes, rather than student seat time and teacher-recorded attendance; therefore, PA-45 days and hours submissions for PA-5GA and PA-5GB courses are not necessary. Calculate FTE for college courses by dividing # of college credits earned by 12. (i.e., a 3-credit college class is 3/12 = 0.25 FTE)
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Kent Career Technical Center (KCTC)

NOTE: Travel time may only be claimed for full-time public-school pupils who travel between school sites during the school day. Part-time pupils, which includes nonpublic and homeschooled pupils, are not eligible for travel time.

<u>KCTC Sessions</u>	<u>Start Time</u>	<u>End Time</u>	<u>Daily Hours</u>	<u>Days of Instr</u>	<u>Total Hrs of Instr</u>	<u>Allowable Travel Hrs</u>
Session 1	6:55 AM	9:10 AM	2.25	180	405.00	108.00
Session 2	9:15 AM	11:30 AM	2.25	180	405.00	108.00
Session 3	12:00 PM	2:15 PM	2.25	180	405.00	108.00

- Satellite programs:
 - **Aviation Electronics & Aviation Maintenance Technology** at GR Ford International Airport are held Session 1 & 3. These programs require additional travel minutes that reduce seat time, but both include a dual enrollment course (PA-5GA) that supplements FTE. Claim same as traditional KCTC Session 1 & 3.
 - **West MI Construction Institute (Carpentry and Electrical) and new Next Step Manufacturing (Foundations in Wood)** courses are held off-site during session 1, 2, & 3, but for SY24-25, these programs will operate the same number of days and daily hours as traditional KCTC sessions. Claim FTE same as traditional KCTC Session 1, 2, & 3.
 - **New Medical Assisting (MA) dual enrollment CTE program at Davenport University** is taught by a college instructor and generates college credit. This course is not a high-school course, and FTE is not determined by seat-time, but instead will be reported and audited under the dual enrollment (PA-5GA) requirements. Claim FTE based on number of college credits enrolled, not seat time.
- **Intro** courses (*Intro to Automotive, Intro to Hospitality, and Intro to Marketing*) and **Prevoc.** courses (*Prevoc. Exploration Basics, Prevoc. Exploration Human Services, Prevoc. Exploration Business Services, and Prevoc. Exploration Industrial Technology*) are non-CTE Gen. Ed. elective courses, but meet the same days/hours as traditional KCTC courses. Claim FTE same as traditional KCTC sessions.
- The CORE program operates as a seated, 5 day/week program (4 days/week at Mary Free Bed YMCA and 1 day/week at KISD) and generates GE elective credit. Claim FTE same as traditional KCTC sessions.
- The Internship Program is a work-based learning program (PA-5P). Claim FTE same as traditional KCTC Sessions. NOTE: to remain state aid eligible, a WBL student must have at least one “anchor” instructional course.

FTE for KCTC Programs:

KCTC Sessions 1, 2 & 3 .37 FTE
+108 hours travel time, if eligible +.10 FTE

3 day/week Culinary* .27 FTE
+108 hours travel time, if eligible +.10 FTE

**KCTC Culinary + Dual Enrollment (PA-5GA). SY24-25 pupils attend seated CTE instruction 3 days/week for annual total of 297.00 hours (.27 FTE) + a dual enrollment college course. FTE for college course based on # of college credits earned. Travel time may be claimed for full-time public school pupils only. A separate PA-45A tab is needed if you have pupils in this program. KCTC + dual enrollment pupils are not LaunchU EMC pupils, so do not report 3500*

MySchool@Kent/SuccessLink (MSK)

NOTE: MSK are 21f virtual courses and are not eligible for passing time or travel time

MSK FTE per course for semester districts:

1 course (1.08 hrs/day): .18 FTE
2 courses (2.17 hrs/day): .36 FTE
3 courses (3.25 hrs/day): .53 FTE
4 courses (4.33 hrs/day): .71 FTE
5 courses (5.42 hrs/day): .89 FTE
6 courses (6.50 hrs/day): 1.00 FTE

MSK FTE per course for trimester districts:

1 course (1.25 hrs/day): .20 FTE
2 courses (2.50 hrs/day): .41 FTE
3 courses (3.75 hrs/day): .61 FTE
4 courses (5.00 hrs/day): .82 FTE
5 courses (6.25 hrs/day): 1.00 FTE

Weekly two-way interactions for pupils with MSK virtual courses are tracked by KISD mentors. NOTE: Pupil participation in “A La Carte” courses is NOT tracked by MSK staff; the purchasing district agrees to assign virtual learning mentor and track two-way interactions.