

2024-2025 Ottawa Area ISD Programs – Hours of Instruction & FTE

This information is used to complete state aid form **PA-45A: Days & Clock Hours of Pupil Instruction for Pupils Attending ISD Programs**. Form PA-45A should be submitted to your auditor by August 1st.

When completing the PA-45A ISD Programs Days & Clock Hours form, please enter the correct total hours of CTC instruction and travel time. Travel time may only be claimed for full-time pupil school students, and the allowable travel time for the pilot 3rd Session is based on fewer days of travel needed. If your district has public school students attending multiple CTC sessions, please report each cohort on a separate tab in PA-45A.

NOTE: The 3rd Session pilot that ran in 2023/24 will not operate in 2024/25. Please remove any PA-45A tabs for CTC 3rd Session.

Careerline Tech Center Programs							
<u>CTC 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>	
AM “Early Release” Session	8:00 AM	10:00 AM	2.00	179	358.00	107.40	
AM Regular Session	8:00 AM	10:45 AM	2.75	179	492.25	107.40	
PM “Early Release” Session	12:00 PM	2:00 PM	2.00	179	358.00	107.40	
PM Regular Session	12:00 PM	2:45 PM	2.75	179	492.25	107.40	

Program FTE:

AM Session (Early Release):

- *Full-time public school students: **.42 FTE**
- Part-time public school students: **.33 FTE**
- Non-public/homeschool students: **.33 FTE**

AM Regular Session:

- *Full-time public school students: **.55 FTE**
- Part-time public school students: **.45 FTE**
- Non-public/homeschool students: **.45 FTE**

PM Session (Early Release):

- *Full-time public school students: **.42 FTE**
- Part-time public school students: **.33 FTE**
- Non-public/homeschool students: **.33 FTE**

PM Regular Session:

- *Full-time public school students: **.55 FTE**
- Part-time public school students: **.45 FTE**
- Non-public/homeschool students: **.45 FTE**

FTE for Nonpublic & Homeschool Pupils

Nonpublic/Homeschool (NP/HS) pupils at CTC are claimed in membership only by the pupil’s resident district. Districts with NP/HS students will be notified by CTC staff via a nonpublic/homeschool pupil roster.

Travel Time

****Full-time public students are the only students eligible for travel time.** Allowable travel time is the reason program FTE listed is higher for full-time public school students than for part-time public or nonpublic/homeschool pupils.*