

Interactive Television Student Accounting Reporting Guidelines

Oklahoma Department of Career and Technology Education
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The following student accounting reporting guidelines are for programs and courses delivered via interactive television. The scenario examples provide further clarification for submitting enrollments for full-time and adult training and development (AT&D) programs. In all instances, the programs in question must be approved as a full-time program through the program approval process or meet the established guidelines for funding for AT&D programs. Clock hours should be submitted according to the number of hours each student is enrolled in the program.

1. Technology Center Sending to a Technology Center

The sending technology center reports students participating in an approved career and technology program on its campus, and the receiving site reports students participating on its campus.

Example:

Blue Technology Center is transmitting a Real Estate class to Red Technology Center. Red Technology submits enrollment for students at its site, and Blue submits enrollment for students at its site.

2. Technology Center Sending to a High School

If a technology center sends an approved career and technology program to a high school, the technology center reports the students with the following exception:

If the student is enrolled in an approved high school career and technology program but is receiving supplemental instruction from a technology center to enhance the program, the high school reports the students. (Instruction delivered by a technology center offered to supplement an approved full-time high school program is not reported.)

Technology centers sending to comprehensive schools should follow district protocol (i.e., no area school district shall offer career and technology education programs and/or services to any entities inside another school district without prior approval of that district).

Examples:

- A. Blue Technology Center is transmitting a Welding class to Doodle High School. Doodle High School does not have an approved Welding class. Blue Technology Center submits enrollment for students enrolled in Welding at its site as well as those students receiving the Welding program at Doodle High School.

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- B. Blue Technology Center is transmitting a Welding class to Doodle High School to supplement an Agricultural Education program offered at Doodle High School. Blue Technology Center does not submit enrollment for these students. Doodle High School submits enrollments for students enrolled in Agricultural Education.
- C. Green Technology Center is transmitting a Business and Computer Technology class to Ant High School. Ant High School also offers an approved Business and Computer Technology class, but students receiving the transmitted program are not enrolled in the Business and Computer Technology class offered at the high school. Green Technology Center submits the enrollments of those students receiving its program, and Ant High School submits the enrollments for students enrolled in its approved program.
- D. Purple Technology Center is transmitting an Introduction to Health Careers to several of its feeder schools. This course is used to recruit students to enroll at the technology center. No enrollments should be submitted from Purple Technology Center or its feeder schools.

3. High School Sending to a Technology Center

If the high school is sending an approved career and technology program to a technology center, the high school reports students enrolled in its program and the technology center reports students enrolled in its program.

If the high school is sending academic courses, they are not reported.

Examples:

- A. Somewhere High School is sending an Algebra I class to Brown Technology Center. No enrollments would be submitted from either school.
- B. Somewhere High School is sending a portion of its approved Horticulture program to Brown Technology Center's Building and Grounds program as a supplement to its program. Somewhere High School submits enrollments for students enrolled in Horticulture at its school, and Brown Technology Center reports students enrolled in Building and Grounds at its school.

4. Technology Center Sending to a Higher Education Entity

The technology center reports students enrolled in its approved career and technology program.

Example:

Yellow Technology Center is sending its Rad Tech program to Rock State University. Yellow Technology Center reports only students enrolled at its campus.

5. In-State and/or Out-of-State Entity Sending to a Technology Center (i.e., Higher Education, Corporate, Government, Private Vocational School, Industry)

The technology center reports students enrolled in its approved career and technology program.

Example:

Rock State University is sending a class to multiple sites across the state. Each technology center reports students enrolled in the program at its site. (The same logic would apply if the sending site is a private school, government entity, industry, or other educational entity.)

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6. Technology Center Sending to an Out-of-State Entity

The technology center reports students receiving approved career and technology programs at its campus.

The technology center does not report out-of-state students; however, it may recover delivery costs for out-of-state students from industry.

Example:

Purple Technology Center is conducting a safety course on site for employees of General Motors. It is also sending the class to the GM plant in Detroit. Purple Technology Center will report the students on site but will not report the students located in Detroit.

7. High School Sending to a High School (Hub Consortium)

Each high school reports the students enrolled at its high school if students are participating in an approved career and technology program.

Example:

Three high schools have approved Agricultural Education programs. School A is transmitting its Horticulture course to schools B and C. Each school submits its own enrollment for students located at its site.

8. Technology Center Sending to an In-State Industry

The technology center reports all students following district protocol (i.e., no technology center district shall offer career and technology education programs and/or services to any entities inside another school district without prior approval of that district).

Example:

Purple Technology Center is conducting a safety course on site for employees of General Motors. It is also sending the class to the GM plant in Oklahoma City. Purple Technology Center will report the students on site and will also report the students located in Oklahoma City.

9. Industry Sending to Industry (e.g., Professional Associations, Private Sector, DHS, Department of Environmental Quality)

Students are not reported if industry is just using or renting the technology center to deliver a program or course to its employees.

Example:

DHS is using a classroom at Gray Technology Center to conduct a class and also offers the course to other DHS offices across the state. Because the school is not sponsoring the course or taking an active role in conducting the course (other than renting the room or providing technical support), Gray Technology Center does not submit enrollments on this class.

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10. Oklahoma Department of Career and Technology Education Sending an Approved Program to a Technology Center

The technology center counts students on its campus.

Example:

ODCTE is sending a course to Blue Technology Center and Red Technology Center. Each technology center submits enrollments for students at its site. Students at the ODCTE will not be submitted unless they have enrolled through one of the technology centers for credit/certification.