2019-2020 Ottawa Area ISD Programs – Hours of Instruction & FTE

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

Students participate in either an AM/PM “Early Release” Session or an AM/PM Regular Session. When completing the PA-45A ISD Programs Days & Clock Hours form, please use the correct total hours of CTC instruction.

**NOTE:** Travel time can only be claimed for full-time public school students. Part-time public pupils and nonpublic/homeschool pupils are ineligible for travel time; therefore, the correct pro-rated FTE for these pupils is listed separately below.

### Careerline Tech Center Programs

<table>
<thead>
<tr>
<th>CTC Sessions</th>
<th>Start Time</th>
<th>End Time</th>
<th>Daily Hours</th>
<th>Days of Instr</th>
<th>Total Hrs</th>
<th>Allowable Travel Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM “Early Release” Session</td>
<td>8:00 AM</td>
<td>10:00 AM</td>
<td>2.00</td>
<td>180</td>
<td>360.00</td>
<td>108.00</td>
</tr>
<tr>
<td>AM Regular Session</td>
<td>8:00 AM</td>
<td>10:45 AM</td>
<td>2.75</td>
<td>180</td>
<td>495.00</td>
<td>108.00</td>
</tr>
<tr>
<td>PM “Early Release” Session</td>
<td>12:00 PM</td>
<td>2:00 PM</td>
<td>2.00</td>
<td>180</td>
<td>360.00</td>
<td>108.00</td>
</tr>
<tr>
<td>PM Regular Session</td>
<td>12:00 PM</td>
<td>2:45 PM</td>
<td>2.75</td>
<td>180</td>
<td>495.00</td>
<td>108.00</td>
</tr>
</tbody>
</table>

**Program FTE:**

**AM Session (Early Release):**
- Full-time public school students: **.43 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: **.43 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**

**Nonpublic & Homeschool Pupils Note**

Nonpublic/Homeschool pupils at CTC are claimed in membership by their resident district. Districts with these students will be notified by CTC staff via a nonpublic/homeschool pupil roster.