

*This guidance document and FAQ assumes a primary focus on full-time students enrolled in full-time MOCAP programs supported by a host district or charter school. **Guidance will be updated as information becomes available.***

Glossary of Terms

Host District — The public school district, charter school, or higher education institution that enrolls the student in the online provider’s program.

District of Residence — The public school district or charter school the student would attend if receiving classes in-person and that would receive state aid for the student.

LEA — Local education agency. A public school district or charter school.

Section 161.6702, RSMo, Funding and State Assessment for Full-Time Virtual Students Enrolled in Full-Time Virtual Programs

- Attendance for **full-time virtual students** shall be included in the MOCAP host district’s pupil attendance calculation, and the host district enrolling one or more full-time virtual students shall receive no less under the state aid calculation than an amount equal to the state adequacy target multiplied by the weighted average daily attendance for the full-time virtual students. (Section 161.670.2(1), RSMo)
- Pursuant to an **Educational Services Plan (ESP)** and **Collaborative Agreement** under Section 161.670.3, RSMo, full-time virtual students may be allowed to use a physical location of the resident school district for all or some portion of ongoing instructional activity, and the **Enrollment Plan** shall provide for reimbursement of costs of the resident district for providing such access. (Section 161.670.2(3), RSMo)
- A **full-time virtual school program serving full-time virtual students**:
 - Shall be considered an **attendance center** in the **host school district**
 - **Shall participate in the statewide assessment system** as defined in Section 160.518, RSMo
 - The academic performance of students enrolled in a full-time virtual school program shall be assigned to the designated attendance center of the full-time virtual school program
 - Shall be considered in the same manner as other attendance centers
 - The academic performance of any student who disenrolls from a full-time virtual school program and enrolls in a public or charter school shall not be used in determining the annual performance report score of the attendance center of school district in which the student enrolls for twelve months from the date of enrollment. (Section 161.670.2(5), RSMo)
- A public institution of higher education operating a full-time virtual school program shall be subject to all requirements applicable to a host district with respect to its full-time equivalent. (Section 161.670.2(6), RSMo)

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

SUMMARY OF PROVISIONS	PROVISION IMPACTS
<p align="center">Full-Time Virtual Missouri Course Access and Virtual School Program (MOCAP) Providers (Sections 161.670.2(1), 161.670.2(3), 161.670.2(5), and (6), RSMo)</p>	<ul style="list-style-type: none"> ▪ Launch (Springfield Public Schools) ▪ Mizzou Academy ▪ Missouri Virtual Academy (MOVA-Grandview R-II School District) ▪ R7 Online Academy (Lee’s Summit R-7 School District) ▪ SJSD Virtual Academy (St. Joseph School District) ▪ At Home Virtual Program (Mehlville School District) ▪ Missouri Connections Academy (MOCAS-Sturgeon R-V School District) ▪ Missouri Digital Academy (MODA-Laquey R5 School)
<p align="center">Full-Time Student (Sections 161.670.2(1), 161.670.2(3), and 161.670.2(5), RSMo)</p>	<ul style="list-style-type: none"> ▪ A student who is currently enrolled in the equivalent of six credits per regular term.
<p align="center">District and Charter School Requirements (Sections 161.670.2(1), (3), and (5), RSMo)</p>	<ul style="list-style-type: none"> ▪ Host districts must develop an ESP for a full-time virtual student that includes the services provided to the full-time virtual student by the full-time virtual provider, the host district and the district of residence. This plan is developed cooperatively by all parties and is initiated by the district of residence. ▪ Host districts must develop a Collaborative Agreement among the full-time virtual provider, the host district, and the resident district. This Collaborative Agreement should outline the Enrollment Plan that specifies any time the full-time virtual student spends in the physical facilities located in the resident district and the cost the host district will pay for use of these facilities. ▪ The host district of a full-time virtual student will receive no less than the SAT x WADA for funding from DESE. (See pupil attendance calculations for the current year for amounts).
<p align="center">Full-Time Virtual School Attendance Center (Sections 161.670.2(5) and (6), RSMo)</p>	<ul style="list-style-type: none"> ▪ Full-time virtual schools shall be considered an attendance center in the host district and must participate in statewide assessments.

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ

HB 1552 (Section 161.670, RSMo)

	<ul style="list-style-type: none">▪ Host districts are responsible for assessing students in full-time virtual programs.▪ The academic performance of students enrolled in a full-time virtual school program shall be assigned to the designated attendance center of the full-time virtual school program and shall be considered in like manner to other attendance centers.▪ A student who drops from a full-time virtual program and enrolls in a public or charter school will not be calculated in the public or charter school's APR for 12 months after the date of enrollment.
--	--

Section 161.6703, RSMo, Student Access to Virtual Education

- A student who resides in Missouri may enroll in MOCAP courses (less than full-time) of his or her choice as part of the student's annual course load each school year, with any costs associated with such course or courses to be paid by the resident school district or charter school if:
 - The student is enrolled full-time in a public school district or charter school; and
 - Prior to enrolling in any MOCAP course, the student has received approval from his or her school district or charter school through the procedure described under Section 161.670.3(2), RSMo.
- Each school district or charter school shall adopt a policy that outlines the process for MOCAP course enrollment that is substantially similar to the typical process by which a student would enroll in courses offered by the school district or a charter school.
 - This policy may include consultation with the school's counselor and may include parental notification and authorization.
 - The policy shall ensure that available opportunities for in-person instruction are considered prior to moving a student to virtual courses.
 - The policy shall allow for continuous enrollment throughout the school year.
 - If the school district or charter school disapproves a student's request to enroll in a MOCAP course, the reason shall be provided in writing and shall be for good cause.
 - Good cause justification to disapprove a student's request for enrollment in a MOCAP course shall be a determination that virtual education is not in the educational best interest of the student and shall be consistent with the determination that would be made for such course request under the course enrollment process for in-person students in the district or charter school, except that the determination may consider the suitability of virtual courses for the student based on prior course participation.

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

- Appeals of any course denials under this subsection shall be considered under a policy that is substantially similar to the typical appeals process for students enrolled in in-person courses at the district or charter. (Section 161.670.3(2), RSMo)
- For students enrolling in full-time virtual programs, the DESE shall adopt a policy that outlines how in-state students may enroll in a virtual program of their choice. Each host school district operating a full-time virtual program under this section shall operate and implement the state enrollment policy, subject to the provisions of this subdivision. The policy shall:
 - Require good faith collaboration among the student, student’s parent or guardian, the virtual program, the host district, and the resident district;
 - Specify the timelines for timely participation by the virtual program, the host district, and the resident district; provided that the resident district shall provide any relevant information and input on the enrollment within 10 business days of notice from the virtual program of the enrollment application;
 - Include a survey of the reasons for the student’s and parent’s interests in participating in the virtual program;
 - Include consideration of available opportunities for in-person instruction prior to enrolling a student in a virtual program;
 - Evaluate requests for enrollment based on meeting the needs for a student to be successful considering all relevant factors;
 - Ensure that, for any enrolling student, an education services plan and collaborative agreement is created to provide all services required to ensure a free and appropriate public education, including financial terms for reimbursement by the host district for the necessary costs of any virtual program, school district, or public or private entity providing all or a portion of such services;
 - Require the virtual program to determine whether an enrolling student will be admitted, based on the enrollment policy, in consideration of all relevant factors and provide the basis for its determination and any service plan for the student, in writing, to the student, the student’s parent or guardian, the host district, and the resident district; and
 - Provide a process for reviewing appeals of decisions made under this subdivision.
- Require DESE to publish an annual report based on the enrollments and enrollment surveys conducted under this subdivision, that provides data at the statewide and district levels in sufficient detail to allow an analysis of trends in participation reasons in the virtual program at the statewide and district levels; provided that no such survey results will be published in a manner that reveals individual student information. DESE shall also include, in the annual report, data at the statewide and district levels of sufficient detail to allow detection and analysis of the racial, ethnic, and socio-economic balance of virtual program participation among schools and districts at the statewide and district levels, provided that no such survey results will be published in a manner that reveals individual student information. (Section 161.670.3(4), RSMo)
- A full-time virtual school shall submit a notification to the parent or guardian of any student who is not consistently engaged in instructional activities. (Section 161.670.4(2), RSMo)
- Each full-time virtual school shall develop, adopt, and post on the school’s website a policy setting forth the consequences for a student who fails to complete the required instructional activities. Such policy shall state, at a minimum, that if a student fails to complete the

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

instructional activities after receiving a notification under Section 161.670.3(2), RSMo, and after implementing reasonable intervention strategies, that the student shall be subject to certain consequences, which may include disenrollment from the school. Prior to disenrollment, the parent/guardian shall have the opportunity to present any information that the parent deems relevant, and such information shall be considered prior to any final decision. (Section 161.670.4(3), RSMo)

- If a full-time virtual school disenrolls a student under Section 161.670.3(3), RSMo, the school shall immediately provide written notification to such student’s district of residence. The student’s school district of residence shall then provide to the student’s parents or guardians a written list of available educational options and promptly enroll the student in the selected option. Any student disenrolled from a full-time virtual school shall be prohibited from re-enrolling in the same virtual school for the remainder of the school year. (Section 161.670.4(4), RSMo)

SUMMARY OF PROVISIONS	PROVISION IMPACTS
<p align="center">Conditions for Enrollment (Section 161.670.3(1), RSMo)</p>	<ul style="list-style-type: none"> ▪ A student no longer has to have been previously enrolled in a resident district for one semester prior to being considered for enrollment in MOCAP courses or for a full-time virtual program. ▪ A student seeking to enroll in a MOCAP course must initiate the process using the student’s resident district or charter school approval process.
<p align="center">Appeals Process (Section 161.670.3(2), RSMo)</p>	<ul style="list-style-type: none"> ▪ There is no longer a process for appealing a student’s denial for enrollment in the MOCAP program (full-time virtual enrollment). ▪ The process for denying a student’s enrollment in virtual courses may be made through a district’s “good cause justification”. This disapproval of a student’s request for course enrollment shall be consistent with the determination that would be made for such course under the enrollment process for in-person courses. Appeals for denials of MOCAP enrollment are no longer heard by DESE. The district’s appeal process for course denials shall be similar to the process by which appeals are considered for students seeking to enroll in courses offered by a school district or charter school.

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

<p style="text-align: center;">Consideration of In-Person Courses and Continuous Enrollment (Section 161.670.3(2), RSMo)</p>	<ul style="list-style-type: none">▪ Local education agencies (LEAs) must consider all available educational opportunities for in-person instruction for a student before moving or placing a student in online courses.▪ Students must be allowed to be enrolled in courses continuously during the academic year, with the enrollment period matching the published, local board-adopted academic calendar.
<p style="text-align: center;">DESE Policy for District and Charter Enrollment (Section 161.670.3(4), RSMo)</p>	<ul style="list-style-type: none">▪ After the resident district's MOCAP process is complete (IEP team meeting, withdrawal process, etc.):<ul style="list-style-type: none">○ The full-time virtual provider and host district will make an enrollment decision within five business days of receiving a MOCAP request from a resident district and provide the resident district and the student's parent or guardian with written notification of an enrollment decision.○ The host district will communicate with the resident district, and they will have five business days to draft an ESP, Collaborative Agreement, and Enrollment Plan.○ After these plans are complete, even if this is prior to the end of the five business days, the student must engage in the resident district's regular withdrawal process and engage in the MOCAP full-time provider host district's enrollment process.○ The host district where the MOCAP provider is located must notify the resident district the student has enrolled and request necessary documentation per Section 167.020.7, RSMo.▪ MOCAP full-time provider host districts will provide a published process that parents or guardians may follow for the review of appeals if enrollment is denied.

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

<p style="text-align: center;">DESE Annual MOCAP Report (Section 161.670.3(4), RSMo)</p>	<ul style="list-style-type: none">▪ DESE will publish an annual MOCAP report that includes enrollment data and enrollment survey information by MOCAP provider, inclusive of reasons for electing to participate in full-time online education at the district and state level. This data shall be able to be disaggregated by racial, ethnic, and socio-economic indicators to determine the descriptors of students who are participating in full-time online coursework but will not reveal student-level information.
<p style="text-align: center;">Consistent Engagement (Section 161.670.4(2), RSMo)</p>	<ul style="list-style-type: none">▪ Full-time virtual providers must publish their policies regarding consistent engagement and parent notification on their website, including consequences for lack of consistent engagement and reasonable intervention methods, and will maintain records of the notifications sent to parents or guardians for lack of consistent engagement during each academic year.<ul style="list-style-type: none">▪ The policy must state how parents/guardians shall submit information they deem relevant to provider decisions regarding consistent engagement.
<p style="text-align: center;">Students Dropped from Full-Time Virtual Programs (Section 161.670.4(4), RSMo)</p>	<ul style="list-style-type: none">▪ Full-time virtual providers must notify districts of residence immediately in writing when a virtual program has dropped a student.▪ The district of residence will send a written list of educational options to the student's parent or guardian upon receipt of notification the student has been dropped from the virtual program.▪ The student may not enroll in the same virtual program for the remainder of the academic year.

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

Section 161.670.11, RSMo DESE Responsibilities

- On or before January 1, 2023, DESE shall publish on its website, and distribute in written and electronic form to all LEAs and virtual providers in this state, a guidance document that details the options for virtual course access and full-time virtual course access for all students in the state. The guidance document shall include a complete and readily understood description of the applicable enrollment processes including the opportunity for students to enroll and the roles and responsibilities of the student, parent or guardian, virtual provider, school district, and charter schools, as appropriate. LEAs shall provide a copy of the guidance document to every pupil and parent or legal guardian at the beginning of each school year and upon enrollment for every pupil enrolling at a different time of the school year. LEAs shall provide a readily viewable link to the electronic version of the guidance document on the main page of the LEA’s website. (Section 161.670.11(2), RSMo)

SUMMARY OF PROVISIONS	PROVISION IMPACTS
DESE Guidance (Section 161.670.11(2), RSMo)	<ul style="list-style-type: none"> ▪ DESE will publish on its website and distribute a guidance document that outlines responsibilities, enrollment processes, options for enrollment in virtual courses and full-time in MOCAP. <ul style="list-style-type: none"> ▪ DESE will distribute the guidance document in written and electronic form to LEAs and virtual providers. ▪ LEAs must distribute the guidance annually at the beginning of each school year or upon a student’s enrollment in the district. ▪ LEAs must publish the information on the main page of the district or school website.

Question	Guidance
Does a student have to be enrolled in a Missouri public school district or charter school to enroll full-time in MOCAP?	Yes. A student must be enrolled his or her district of residence prior to withdrawing to the host district.
Does a student have to maintain residence in Missouri while enrolled in a full-time in MOCAP?	Yes. The host district is responsible for ensuring the student maintains Missouri residency.
Does a student have to request full-time MOCAP enrollment through the district of residence?	No. A student who wants to enroll full-time in a MOCAP program should notify their district of residence of their intent to enroll in a

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ

HB 1552 (Section 161.670, RSMo)

	<p>full-time virtual program but is not required to seek the approval of the resident district.</p> <p>The student must be first enrolled in their district of residence in order to be eligible for MOCAP enrollment.</p>
<p>Does the MOCAP provider receive a separate school code as a building within the resident district?</p>	<p>Yes. Full-time MOCAP providers will receive a separate school code as an attendance center within the host district.</p>
<p>How do districts and charter schools ensure that course denials and appeals are substantially similar to those that are considered for students seeking to enroll in courses offered by the district?</p>	<p>Districts and charter schools must publish and implement an established procedure for approving and appealing course enrollment requests for district courses that is consistently applied in making determinations for enrollments and appeals, which substantially mirrors the process for enrollment and the denial for enrollment for other types of courses.</p>
<p>Does a full-time virtual student who was accepted by a full-time virtual provider need to go through a disenrollment process from their resident district?</p>	<p>Yes. Once a student has been accepted by a full-time virtual provider, the resident district or charter school must disenroll the student from its district, and the student will then be enrolled by the host district.</p>
<p>If a student with an Individual Education Plan (IEP) seeks to enroll as a full-time MOCAP student, what happens next?</p>	<ul style="list-style-type: none">▪ The student’s IEP team must meet to decide enrollment. If the team decides that enrollment is appropriate, the student’s MOCAP request may be approved.▪ Next, the MOCAP provider (host district) will review the enrollment request and approve or deny it.▪ Then, if the MOCAP provider approves the request, the host district will request a copy of the most recent evaluation report and current IEP from the resident district in accordance with the IDEA in-state transfer process.▪ The full-time MOCAP virtual-provider shall serve as the student’s building under the Individuals with Disabilities Education Act (IDEA) Part B.▪ The host district will claim any such students for attendance purposes; as a result, the host district will be responsible for providing IDEA Part B services to the students.

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

	<ul style="list-style-type: none"> ▪ The student’s IEP governs their ESP; if their ESP includes services that cannot be provided through virtual methods, the provider should pay the district for the services.
<p>What if a student is dropped by a full-time virtual provider, but the family’s residence has physically changed while the student was enrolled in the virtual program and he or she is no longer a resident student?</p>	<ul style="list-style-type: none"> ▪ During the enrollment process, the virtual provider is responsible for notifying parents/guardians that physical address changes should be provided to the host district and the student’s district of residence at the time of enrollment in the virtual program and updated with any changes. ▪ If the family cannot be immediately contacted, the former district of residence will engage in due diligence: <ul style="list-style-type: none"> ○ to locate the child and family to notify them of educational options if they can be located; or ○ to notify the Department of Social Services, including the Children’s Division, in the event they cannot, in the same manner the district would proceed with in-person students who do not notify the district of changes in residence. ▪ Drop-outs will be assigned to the last district of residence for accountability purposes.
<p>Does DESE pay full-time providers directly for the full-time students enrolled in their MOCAP program?</p>	<p>No. DESE School Finance will make state aid payments to the host school district. The host school district will pay the MOCAP provider.</p>
<p>If a student’s district of residence is a K-8 district and the student requests full-time MOCAP enrollment, what process must the district of residence and the student complete?</p>	<ul style="list-style-type: none"> ▪ The student should be enrolled in the resident K-8 district before requesting full-time MOCAP enrollment. ▪ The student should declare to the resident district the high school he or she would choose to attend (as if attending in-person). ▪ The high school’s district and the virtual provider will work together on the ESP and Collaborative Agreement.
<p>Will a student who is participating in a full-time MOCAP program receive a diploma from the host district or from the resident district?</p>	<p>The diploma will be awarded by the host district.</p>

Missouri Course Access and Virtual School Program (MOCAP) Change Guidance and FAQ
HB 1552 (Section 161.670, RSMo)

<p>Can a student participating in a full-time MOCAP program in a host district participate in clubs, activities and sports?</p>	<ul style="list-style-type: none"> ▪ Local club and activity participation should be determined through the ESP. ▪ The Missouri State High School Activities Association (MSHSAA)'s by-laws govern sports and activities. LEAs should consult with MSHSAA for guidance.
<p>Should resident districts facilitate enrollment in full-time MOCAP programs hosted by other public school districts or charter schools, or should families enroll directly with the provider?</p>	<ul style="list-style-type: none"> ▪ Because students must be enrolled in the LEA to participate in MOCAP programming, the student's parent or guardian must initiate contact with the resident school, district, or charter school. <ul style="list-style-type: none"> ○ If a resident school district or charter school is notified by a provider that a student is participating in a full-time program, the school district or charter school should notify the parent or guardian and the provider regarding local enrollment information. ○ This is important in the event a student is dropped by a host district or provider. Resident districts will want to ensure that current enrollment information is available, so they are able to make contact with the student and parent or guardian regarding in-person course options.
<p>What happens to the enrollments of students who were already participating in full-time MOCAP programs prior to August 28, 2022?</p>	<p>Students who were enrolled in full-time, hosted MOCAP programs prior to August 28, 2022, will need to be withdrawn from their districts of residence and enrolled in their host district. An ESP and Collaborative Agreement will need to be developed for each of the students impacted by this situation.</p>