

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to [Section 161.670, RSMo](#). Information about state funding for students enrolled in virtual education can be found in [Section 162.1250, RSMo](#). Missouri students may enroll in MOCAP courses for the fall and spring semesters. MOCAP is not available in the summer.

### **What Is a MOCAP Course?**

[Section 162.1250, RSMo](#) sets out the requirements for all virtual courses. Not all virtual courses are approved MOCAP courses. Courses listed on the MOCAP Course Catalog have been checked for compliance by the Department of Elementary and Secondary Education (DESE). The local education agency (LEA) must vet all other virtual courses to ensure that statutory requirements have been met. In order for students to enroll in MOCAP courses, LEAs must have a secure method to send a student's MOSIS ID and date of birth to courseware providers.

MOCAP courses have been through a stringent review process, including:

- Course alignment to Missouri Learning Standards
- Web Content Accessibility Guidelines (WCAG 2.0)
- Data security review
- Missouri appropriately certificated teachers
- College Board approval of Advanced Placement (AP) courses in the catalog

MOCAP providers have agreed to:

- reporting requirements (including course completion and learning gains)
- invoicing requirements
- a price cap of 7% per semester and 14% per year, per course, based on the June State Adequacy Target

### **Course Catalog**

MOCAP's course catalog link, [mocap.mo.gov/catalog/](http://mocap.mo.gov/catalog/) displays contact information for providers to be contacted directly.

### **MOCAP Policies**

An LEA must post its MOCAP enrollment policy on its website to inform parents/guardians of the student rights to participate in MOCAP.

### **Individual Learning Plans (ILP) or Individual Career and Academic Plans (ICAP)**

Students taking more than two MOCAP courses must have an individualized learning plan maintained in the LEA's student records. An LEA may develop its own learning plan for students or use the [ICAP](#) that is available through the Office of College and Career Readiness under School Counseling.

### **Student's Appeal Process**

There is an appeal process if a student is denied access to a MOCAP course. Please refer to [Section 161.670, RSMo](#) to learn about the LEA's responsibility in the MOCAP appeal process. Parent/guardians must first work with the LEA before submitting the appeal to DESE. Parents/guardians may only submit the documentation provided by the local school board to the [MOCAP Appeal](#) website. The LEA will receive notification of the appeal and a copy of the submitted documentation. Only MOCAP courses offered during the regular school year are eligible for appeal. The appeal process does not apply to summer school or virtual courses that are not MOCAP approved.

### **MOSIS – August Core Data Cycle, Screen 3**

The contact person entered on Screen 3 will receive information about MOCAP appeals and updates to the program. Please ensure this contact is accurate. It is critical that this information is always current. Please note, the screen currently asks for the MOVIP facilitator.

### **Reporting for Virtual Education in MOSIS**

- MOCAP requires that all teachers be appropriately certificated. Attendance hours for any educator without a valid Missouri teaching certificate will not be allowed for state aid purposes.
- Virtual courses will use Exhibit 34 – Instruction via Technology for delivery systems.

### **Program Code 50 in MOSIS**

- LEAs will identify MOCAP courses with Program Code 50 in their MOSIS October Cycle – Course Assignment.
- For student courses identified with the Program Code of 50, the educator course and educator do not need to be reported in the Course Assignment, Educator Core, or the Educator School files because the appropriate certification has already been verified by MOCAP.

### **Program Code 52 – Curriculum Only in MOSIS**

- LEAs will identify MOCAP curriculum only with Program Code 52- in their MOSIS October Cycle – Course Assignment.
- For MOCAP curriculum-only courses, an LEA must use an appropriately certificated teacher
- For courses that do not have a MOCAP teacher, the LEA will report educator information in the MOSIS October Cycle – Educator Core and Educator School.
- If an LEA does not have an appropriately certificated teacher, the course cannot be reported as a MOCAP course. Therefore, do not enter a program code; enter only the delivery system from Exhibit 34.

### **LEAs as Courseware Providers That Are NOT in the MOCAP Course Catalog**

- [Section 162.1049, RSMo](#) requires nonresident district and resident district shall accept each other's credits.
- LEAs may develop and provide online courses for other LEAs if standards in [Section 162.1250, RSMo](#) have been met.

- When purchasing virtual education from a Missouri LEA, the educating LEA (receiving) must coordinate with the sending LEA (where the student is enrolled) under the Cooperative Agreement - Resident 1.
- These are not MOCAP courses, so do not enter a program code; enter only the delivery system from Exhibit 34.

**Virtual Providers That Are NOT in the MOCAP Course Catalog**

- LEAs may use commercial virtual providers that have not been vetted through MOCAP; however, the LEA is responsible for ensuring that statutory requirements have been met.
- LEAs will input the teacher of record for virtual courses that are not MOCAP approved.
- Virtual courses that are dual enrollment do not require the instructor to be reported.
- A MOCAP provider may also offer additional courses that are not MOCAP approved and cannot be reported with the program code for MOCAP. Do not enter a program code for these courses. Simply enter the delivery system according to Exhibit 34 of S for Electronic Media or V for Virtual in the October Course Assignment.

**Reporting for Virtual Education in MOSIS - [Core Data and MOSIS Manual](#)**

<b>Provider of Virtual Course</b>	<b>Program Code for October Course Assignment</b>	<b>Delivery System</b>	<b>Teacher of Record Reported by</b>	<b>Assurance Curriculum is Aligned</b>
MOCAP	50 - MOCAP	V	MOCAP	MOCAP
MOCAP - Curriculum Only	52 - MOCAP Curriculum Only	S or V	LEA where student is enrolled and attending using its own educator	
Developed by LEA	No program code	S or V	LEA where student is enrolled and attending	LEA where student is enrolled and attending
Purchased from another LEA		S or V	Receiving/Educating LEA	Receiving/Educating LEA
Purchased from commercial provider that is not MOCAP approved		S or V	LEA where student is enrolled and attending reports educator information from provider or uses its own educator	LEA where student is enrolled

### Attendance and Course Completion

- Attendance hours for any educator without a valid teaching certificate will not be allowed for state aid payment purposes.
- In no case shall more than the full-time equivalency of a regular term of attendance for a single student be used to claim state aid.

### Attendance and Course Completion - [DESE Attendance Memo](#)

Type of Course	Student Placement	LEA Hours of Reimbursement for Finance
Virtual - including <ul style="list-style-type: none"> <li>• MOCAP</li> <li>• LEA-developed course</li> <li>• Commercial course approved by LEA</li> </ul>	Entirely in-seat	<ul style="list-style-type: none"> <li>• Actual attendance</li> </ul>
Virtual - including <ul style="list-style-type: none"> <li>• MOCAP</li> <li>• LEA-developed course</li> <li>• Commercial course approved by LEA</li> </ul>	Blended: in-seat AND somewhere other than the LEA	<ul style="list-style-type: none"> <li>• 94% of attendance hours possible for similar non-virtual course if student completes the course</li> <li>• 47% of attendance hours possible for similar non-virtual course if student completes half of the course</li> <li>• 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course</li> </ul>
Virtual - including <ul style="list-style-type: none"> <li>• MOCAP</li> <li>• LEA-developed course</li> <li>• Commercial course approved by LEA</li> </ul>	Somewhere other than the LEA	
MOCAP A+ Candidate only high school	Somewhere other than the LEA	<ul style="list-style-type: none"> <li>• 95% of attendance hours possible for similar non-virtual course if student completes the course</li> <li>• 47% of attendance hours possible for similar non-virtual course if student completes half of the course</li> <li>• 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course</li> </ul>
MOCAP A+ Candidate only high school	Entirely in-seat	<ul style="list-style-type: none"> <li>• Actual attendance</li> </ul>

For more information about MOCAP, please contact [Stacy Morse](#) virtual learning administrator, at 573-522-3651 or visit the [MOCAP website](#).