

**TEXAS EDUCATION AGENCY**

\_\_\_\_\_  
District Name

\_\_\_\_\_  
County-District-Campus Number

**SAMPLE**  
of  
**Optional Flexible School Day Program (OFSDP)**  
**Daily Contact Register**  
**School Year 20XX–20XX**

\_\_\_\_\_  
Campus Name

**NOTE: This form is a sample that may be used to record daily contact minutes for students eligible to participate in the Optional Flexible School Day Program (OFSDP). Refer to the instructions on the reverse side before completing this form. The completed OFSDP Daily Contact Register should be retained at the district for audit purposes. For information about OFSDP funding, or compliance, contact the State Funding Division at (512) 463-9238.**

Week No. \_\_\_\_\_ Reporting Period: \_\_\_\_\_ Dates of Reporting Period: Begins \_\_\_\_\_ Ends \_\_\_\_\_

**Daily Record of Actual Contact Minutes Served**

Student SSN or ID	Student Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Excess min
		OFSD	OFSD	OFSD	OFSD	OFSD	OFSD	OFSD	

Typed or Printed Name of Teacher	Date	Signature of Teacher
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### **Instructions for Completing the OFSDP Daily Contact Register**

To earn ADA, a student on any given day must attend at least 45 minutes of OFSDP-only instruction. If a student on any given day attends the OFSDP for fewer than 45 minutes, then no ADA will be earned.

OFSDP contact minutes must be recorded daily by the student's OFSDP teacher. If a student is served by more than one OFSDP teacher, then one designated teacher should record the combined contact minutes of service provided for the student. The time in which a student receives OFSDP instruction must be reported in the "OFSD" column.

**Week No.** – Enter the number of the week in the reporting period.

**Reporting Period** – Enter the six-week period for which the attendance data are being reported (1–9).

**Dates of Reporting Period** – Enter the beginning and ending dates of the reporting period.

**Student SSN or ID** – Enter the student's Social Security number or state-assigned ID.

**Student Name** – Enter the student's legal name as shown in the attendance system.

**Daily Record of Actual Contact Minutes Served** – Record the actual number of daily contact minutes the student on any given day attends the OFSDP only or the OFSDP in combination with regular attendance and/or special program attendance (credit courses). Contact hours may not exceed 10.00 per day for OFSDP in combination with regular instruction.

**Excess Minutes** – Enter the number of weekly excess minutes.

The teacher **MUST** sign and date the completed OFSDP Daily Contact Register.

**TEXAS EDUCATION AGENCY**

District Name \_\_\_\_\_

**SAMPLE**  
of

County-District-Campus Number \_\_\_\_\_

**Optional Flexible School Day Program (OFSDP)**  
**Weekly Totals Contact Register**  
**School Year 20XX–20XX**

Campus Name \_\_\_\_\_

**NOTE: This form is a sample that may be used to record weekly totals of contact minutes for students eligible to participate in the Optional Flexible School Day Program (OFSDP).** Refer to the instructions on the reverse side before completing this form. The completed OFSDP Weekly Totals Contact Register should be **retained at the district** for audit purposes. For information about OFSDP funding, or compliance, contact the State Funding Division at (512) 463-9238.

Reporting Period: \_\_\_\_\_ Dates of Reporting Period: Begins \_\_\_\_\_ Ends \_\_\_\_\_

**Weekly Record of Allowable Contact Minutes Served**

Student SSN or ID	Student Name	Week x						Week x						Week x						Total	PEG		
		OFSD Min	HS Min	XS Min	SPED	SE Setting	PRS	OFSD Min	HS Min	XS Min	SPED	SE Setting	PRS	OFSD Min	HS Min	XS Min	SPED	SE Setting	PRS				

Typed or Printed Name of OFSDP Coordinator	Date	Signature of OFSDP Coordinator
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### **Instructions for Completing the OFSDP Weekly Totals Contact Register**

To earn ADA, a student on any given day must attend at least 45 minutes of OFSDP-only instruction. If a student on any given day attends the OFSDP for fewer than 45 minutes, then no ADA will be earned.

**Reporting Period** – Enter the period for which the attendance data are being reported (1–6).

**Dates of Reporting Period** – Enter the beginning and ending dates of the reporting period.

**Student SSN or ID** – Enter the student’s Social Security number or state-assigned ID.

**Student Name** – Enter the student’s legal name as shown in the attendance system.

**Weekly Record of Allowable Contact Minutes Served** – Enter the total number of weekly contact minutes for each student that attended the OFSDP only or the OFSDP in combination with regular attendance and/or special program attendance (credit courses) from the OFSDP Daily Contact Minutes Registers.

**XS Hrs** – Enter the excess minutes.

**SPED** – Enter the special education contact minutes.

**SE Setting** – Enter the special education setting, if appropriate, using the codes below.

MS – Mainstream

HB – Homebound

HC – Hospital Class

ST – Speech Therapy

RR – Resource Room

SC – Self-Contained

OH – Off Home Campus

VA – Vocational Adj.

DS – Day School

RC – Res. Care & Treatment

**CTE** – Enter the career and technology contact minutes.

**PRS** – Enter the pregnancy related contact minutes.

**Total** – Total the weekly contact minutes for each student. The OFSDP Coordinator **MUST** sign and date the completed OFSDP Weekly Totals Contact Register.

**PEG** – Enter an ‘X’ or a check mark to indicate the student is receiving a public education grant.