

**20XX-XX Pupil/Teacher Ratio (ADA/FTE) Calculations
Pertaining to Charter Schools**

Charters with independent study programs are responsible to adhere to the Pupil-Teacher Ratio as defined by Title 5, Section 11704. In a charter school, for the purposes of Education Code 51745.6 (Independent Study), the ratio of average daily attendance for independent study pupils 18 years of age or less to full-time certificated employees responsible for independent study shall not exceed the equivalent ratio of pupils to full-time certificated employees for all education programs operated by the largest high school or unified school district, as measured by average daily attendance, in the county or counties in which the charter school operates.

Please find enclosed the calculation that supports these maximum pupil/teacher ratios for 20XX-XX for use by charter school independent study programs. This standard is determined by the largest high school or unified school district in the county. Please share this information with appropriate district staff and your charter auditor.

<u>Grade Level</u>	<u>Students</u>	<u>Teacher</u>	<u>Ratio</u>
K-12 Total	Input county specific info	Input county specific info	Input county specific info
K-6 Split	Input county specific info	Input county specific info	Input county specific info
7-12 Split	Input county specific info	Input county specific info	Input county specific info

If you have any questions, please do not hesitate to contact Business Advisory Services.

California Department of Education
Independent Study Ratio Calculations
Instructions for Independent Study Ratio Calculations

Instructions for Calculating the Ratio of ADA to Supervising Teacher in Independent Study, Pursuant to Education Code § 51745.6. Teacher-to-ADA Ratio Cap for school districts (charter schools are considered “school districts” for independent study purposes):

Step 1. From the total number of units of ADA reported on lines A-1 through A-7 of the District's Second Period Report of Attendance (J-18/19-P2), subtract the number of attendance (ADA) units reported for full-time independent study pupils (excluding any ADA from short-term independent study supervised by a regular classroom teacher for pupils enrolled in that teacher's class).

Step 2. Determine a ratio with the difference resulting from Step 1, using the total number of certificated teachers and full-time equivalent (FTE) certificated teachers who directly provided instruction to all pupils whose ADA was reported on lines A-1 through A-7 other than those whose ADA was earned through full-time independent study. (Excluded are employees whose services supplement direct instruction or who perform administrative duties.) For a certificated employee who provides direct instruction as well as supplemental or administrative services, count only the fractional amount of time that employee provided direct instruction. Fractional numbers in the total are to be rounded down, unless the total is less than one (1.0)--for example, 5.3 or 5.6 FTE supervising teachers rounds down to 5 in both instances, but 0.4 FTE is reported as 1.0.

Step 3. For purposes of computing the maximum ADA to be funded for independent study, multiply the ADA portion of the ratio computed in steps 1 and 2 by the combined number of full-time and FTE certificated independent study teachers. (Exclude from this computation any ADA attributed to independent study as a temporary alternative to classroom-based study that is supervised by the pupil's regular classroom teacher. Do not include in the number of teachers those certificated persons who exclusively provide administrative or supplementary services. If a certificated person is responsible for both administration and direct instruction, count only the amount of time the employee provided direct instruction.)

Districts shall be funded on the lesser of the maximum ADA computed per these instructions or the actual ADA reported for independent study.

For unified districts participating in the class size reduction program: Unified districts have the option of calculating separate teacher-to-ADA ratios for the K-6 grades and the 7-12 grades. Districts that choose to exercise this option should follow the instructions above, using all pupils whose ADA was reported on lines A-1 through A-3 for the K-6 grades, and lines A-4 through A-6 for the 7-12 grades, and include ADA reported on line A-7 in their choice of either the K-6 or the 7-12 grade calculations.

ADA in excess of the maximum set by the teacher-ADA ratio used as the basis for comparison shall be ineligible for apportionment pursuant to Section 42238.5 for school districts and Section 2558 for county offices of education. See EC Section 51745.6.

EXAMPLE:

Step 1: Total ADA for lines A-1 through A-7. 25,000
 Subtract ADA from full-time I.S. - 300 (1)
 Difference 24,700

Step 2: Full-time and FTE certificated teachers
 in direct instruction to pupils in Step 1 830 (2)
 (Ratio - $830 : 24,700 = 1 : 29.76 = 1 : 29$ (3))

Step 3: Full-time and FTE certificated teachers
 in direct independent study instruction 8 (4)
 (ratio - $8 : 300 = 1 : 37.5 = 1 : 37$ (5))

(a) 37 I.S. ratio <u>- 29</u> direct instr. Ratio 8 excess ADA/teacher	(b) 8 <u> </u> x 8 teachers 64 excess ADA
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- (1) This number should not include any amounts for pupils who were temporarily on independent study under the supervision of their regular classroom teacher.
- (2) Exclude from the number all staff that did not deliver direct instruction per the instructions for step 2, above.
- (3) Round down to the nearest whole number.
- (4) Excluded are FTE certificated classroom teachers who supervised independent study of their own students on a temporary basis and certificated staff to the extent that they taught Special Day Classes or were not on direct instructional duty, such as counselors, special education specialists, and administrators.
- (5) Round down to the nearest whole number.