



## Arizona Department of Education

### Instructional Time Model (ITM): Frequently Asked Questions

*Last Updated: August 5, 2021*

**Q: Will ADE be approving ITM submissions?**

A: No, ITM submissions will be used by ADE to understand which schools are utilizing the flexibilities authorized in HB 2862, the types of flexibilities being operationalized, the extent to which a school is deviating from in-person, teacher-led instruction, and the way attendance will be tracked under each flexibility. ADE will not be approving or rejecting ITM submissions, but rather maintaining ITM submissions as documentation for future audit purposes.

**Q: Are schools required to submit an ITM to the Arizona Department of Education (ADE) before beginning instruction as defined in the ITM?**

A: No, HB 2862 allows schools to begin providing instruction pursuant to an ITM as soon as the ITM has been approved by the governing board. ADE will provide a template for reporting ITMs, but HB 2862 does not require submission of the template prior to beginning instruction under an ITM.

**Q: Are governing boards required to approve an ITM on a template provided by ADE?**

A: No, school districts/charter schools will submit information about the ITM to ADE using a template provided by ADE but are not required to use the template itself in the governing board approval. Governing boards and local communities will likely want to review more information/additional details about the proposed ITM than will be required to be reported through the ADE template.

**Q: Can CTEDs submit an ITM?**

A: No, HB 2862 applies to instructional hour requirements prescribed in ARS 15-808 and 15-901, but does not identify applicability to ARS 15-393.

**Q: Are schools able to provide over 50% of total instruction remotely though an adopted ITM?**

A: Yes, HB 2862 permits remote instruction in excess of 50% of total instructional time, however a school site that provides more than 50% of total instruction remotely will receive a negative funding adjustment of 5% of the Base Support Level for instruction over the 50% threshold (i.e. for a school providing 60% of total instruction remotely, 10% of the ADM will receive a 5% BSL reduction). Additionally, ADE will report schools that exceed the 50% threshold to the State Board of Education or Arizona State Board for Charter Schools who may require an application for Arizona Online Instruction.

*Equity for all students to achieve their full potential*

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**Q: We are late to the game with this and are not sure how quickly we can get the governing board meetings going. If we held the first meeting before the start of the school year and then planned for the second hearing right at the start of September, would we be able to start the students remotely who want that option, or would we need to wait until after the second hearing in September?**

A: HB 2862 allows schools to begin providing instruction pursuant to an ITM as soon as the ITM has been approved by the Governing Board.

**Q: Will school districts/charter schools need to submit an ITM for Arizona Online Instruction (AOI) programs?**

A: No, approved AOIs may provide 100% online instruction without adopting an ITM or holding additional public hearings.

**Q: We are planning on applying for an AOI for School Year 2022-2023, but we have many families who want a remote learning option this year. If we have students who would want to opt into remote learning for this school year due to medical or health concerns and they end up being online and exceed the 50% threshold, would only those who opted into remote learning be calculated at the 95% level or would it apply to all students in the school district/charter school?**

A: In Fiscal Year 2022, schools may provide up to 50% of the instruction provided to all students remotely before funding adjustments apply. Funding adjustments are calculated at the school level and not at the student level.

**Q: We currently have an approved AOI for our school district/charter school and we are confused by this recent guidance regarding ITMs. Do AOIs now require two public hearings? Can you share any additional information about why a school district/charter school would have ITM and an AOI?**

A: No, approved AOIs may provide 100% online instruction without adopting an ITM or holding additional public hearings. A school district/charter school may adopt an ITM to gain flexibility to provide some instruction outside of a teacher-led, in-person classroom to students that are otherwise in-person, non-AOI students.



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**Q: Our small charter school plans to open this August with in-person learning as its only instructional model. Due to our small teaching staff, we will not offer remote or hybrid options. However, in the case of a significant increase in COVID-19 community transmission levels, we may need to implement a remote or hybrid option for a period of time. If this emergency scenario is the case, do we need to hold two public hearings as noted in HB 2862?**

A: Yes, if a school district/charter school intends to use remote instruction or would like to have the option to use remote instruction this year, an ITM should be adopted to define how alternatives to in-person, teacher-led instruction will be utilized and the attendance procedures that will be used for days on which instruction does not take place in person.