



California Pacific Charter Schools • Community Collaborative Charter Schools

Instructional Funds FAQ

How are Instructional Funds determined?

Each California state student generates funds by his/her average daily attendance (ADA). The funds are budgeted for use as outlined in the school's Local Accountability Plan (LCAP). The amount of funding is based on the ADA calendar the state uses to appropriate school funds.

What amount of instructional funds are allocated to each student?

For the 2017-2018 school year, the maximum IF appropriation for each student is \$2,700 for grades TK-8, and \$3,200 for grades 9 – 12 for those students who are enrolled for the entire 175 school days. The instructional funds are placed into the IF account in two disbursements during the school year. No school funding is provided directly to parents or students for any purpose.

Does that amount change if I enroll late?

Yes. The IF amount is prorated and differs depending on the student's enrollment date. Students who are enrolled on the first day of the school year, will have the maximum amount of appropriated funds when planning their educational program. Students who enroll later in the year will have less than the maximum amount of appropriated funds with which to plan.

How can these instructional funds to be used?

Instructional funds can be used for basic educational activities and materials from vendors on Excel Academy's approved vendor list. The parent and their Educational Specialist will work in cooperation to evaluate the most effective use of funds to produce the best possible outcomes in terms of student learning. It is the Educational Specialist's responsibility to help each family manage their instructional funds account within the guidelines set forth.

What sort of guidelines are there?

A full explanation of Ordering Guidelines can be found [here](#). Please be sure to read through this document prior to placing orders. However, some key guidelines are listed below. Please note that this list is not all-inclusive.

General Criteria:

- Educational curriculum ordered is appropriate for the student's courses and learning plan.
- Materials must be used to meet state and program standards for the student for whom the materials are being purchased.
- **All materials must be non-sectarian and non-denominational.**
- As a general rule, basic, economical items/models must be selected. If the student requires a higher-priced, less than basic item/model, a statement from the ES justifying the purchase may be required.
- Program & office supplies adequate for learning basic course skills (paper, pencils, etc).
- Materials for a documented educational project: fabric, wool, yarn enough for one project (exception: no food purchases allowed.) ESs are responsible for monitoring the quantities of items purchased.
- Educational software to instruct and enhance learning in a subject area.
- Materials must not expose the ES or student to danger or serious injury.

Can all funds be used as once?

No. Funds are released in two allotments each year. The ES will guide the family in using funds to meet student goals and objectives each learning period.

Can we use funds to purchase materials for next year?

No. Funds cannot be used to purchase materials for the following school year.

Is there a deadline to order materials?

Yes. Check with your ES for specific dates as they sometimes vary from year to year.

Once we purchase the materials, do we get to keep them forever?

All materials purchased with the state instructional funds, are the property of the program. The materials are loaned to the students while they are enrolled in the program and are for their use for educational purposes. When a student is no longer enrolled with the program, all the materials purchased with the state funds must be returned to the program within 5 days.

Can funds be used for student field trips?

Field Trips are group activities that are organized and overseen by the Field Trip Coordinator and program representatives. Field trips are a great, fun way for students and parents to join other students while pursuing their individual learning plans. Your educational specialist will keep you apprised of field trip opportunities.