

2025-2026 Ottawa Area ISD Programs – Hours of Instruction & FTE

This information is used to complete state aid form **PA-45A: Days & Clock Hours of Pupil Instruction for Pupils Attending ISD Programs**. Form PA-45A should be submitted to your auditor by August 1st.

When completing the PA-45A ISD Programs Days & Clock Hours form, please enter the correct total hours of CTC instruction and travel time. Only full-time public school pupils are eligible for travel time. If your district has full-time public school students attending multiple CTC sessions, please report each cohort on a separate tab in PA-45A.

Careerline Tech Center Programs							
<u>CTC Sessions</u>	<u>Start Time</u>	<u>End Time</u>	<u>Daily Hours</u>	<u>Days of Instr</u>	<u>Total Hrs of Instr</u>	<u>Allowable Travel Hrs</u>	
AM “Early Release” Session	8:00 AM	10:00 AM	2.00	180	360.00	108.00	
AM Regular Session	8:00 AM	10:45 AM	2.75	180	495.00	108.00	
PM “Early Release” Session	12:00 PM	2:00 PM	2.00	180	360.00	108.00	
PM Regular Session	12:00 PM	2:45 PM	2.75	180	495.00	108.00	

Program FTE:

AM Session (Early Release):

- *Full-time public school students: **.43** FTE
- Part-time public school students: **.33** FTE
- Non-public/homeschool students: **.33** FTE

AM Regular Session:

- *Full-time public school students: **.55** FTE
- Part-time public school students: **.45** FTE
- Non-public/homeschool students: **.45** FTE

PM Session (Early Release):

- *Full-time public school students: **.43** FTE
- Part-time public school students: **.33** FTE
- Non-public/homeschool students: **.33** FTE

PM Regular Session:

- *Full-time public school students: **.55** FTE
- Part-time public school students: **.45** FTE
- Non-public/homeschool students: **.45** FTE

FTE for Nonpublic & Homeschool Pupils

Nonpublic/Homeschool (NP/HS) pupils at CTC are claimed in membership only by the pupil’s resident district. Districts with NP/HS students will be notified by CTC staff via a nonpublic/homeschool pupil roster.

Travel Time

****Full-time public students are the only students eligible for travel time. Allowable travel time is the reason program FTE listed is higher for full-time public school students than for part-time public or nonpublic/homeschool pupils.***