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Schools with Only Part-time Students

Over the past weeks, we have received a number of inquiries about how to enter the student counts in the E-rate Productivity Center (EPC) when a school only has part-time students and no full-time students. In this brief, we share three scenarios that address different versions of this question. We also explain the discount and Category Two (C2) budget implications for each.

Scenario 1: Schools within a school district that serve only part-time students (for example, a vocational school within a school district).

In this scenario, all of the students attend this school part-time and are reported as full-time students at another school within the same school district.

Discount: Because the students are already included in the number of full-time students and the number of students eligible for the National School Lunch Program (NSLP) at their home school, enter zero for both the full-time students and NSLP-eligible students at this school. EPC sums the total number of full-time students and the total number of students eligible for NSLP across all of the schools in your district in order to calculate your district's discount rate. As a result, listing the students again for this school would result in double-counting students, which is not allowed. All schools within the school district receive the same, district-wide discount rate, so schools in this scenario will still benefit from the district discount rate.

C2 Budget: For the C2 Budget, you will enter student counts. Enter the part-time and peak part-time student counts based on the students that attend this school. The part-time student count is the total number of students that attend the school on a part-time basis. The peak part-time student count is the highest number of students that attend this school on a part-time basis at any point during the school day. For example, if a school has 60 part-time students in the morning and 40 part-time students in the afternoon, the total part-time student count is 100, and the peak-part time student count is 60, because this is the largest number of part-time students that attend at the same time. The C2 budget for all schools is based on the number of total full-time students plus the peak part-time students. In this scenario, this calculation would be zero full-time + 60 peak part-time students, for a total of 60 students.

Scenario 2: Independent schools that serve only part-time students (for example, a regional vocational school shared by multiple school districts).

In this scenario, students attend their home school for part of the day, and then attend the regional vocational school for the rest of the day. In contrast to the previous scenario, the vocational school does not belong to a school district or Educational Service Agency (ESA), and draws students from a number of different school districts.

Discount: List the total number of students that attend this school as the school's full-time student count, along with the number of those students that are eligible for NSLP. Do not enter anything in part-time or peak part-time student counts. Because this school is not part of a school district, the discount rate is based on the students that attend this school, along with the school's urban/rural status.

C2 Budget: Because all students are counted as full-time students, enter zero for both peak part-time and part-time students. The C2 budget for all schools is based on the number of full-time students plus the peak part-time students. Entering the students again as part-time or peak part-time students would result in overcalculating the C2 budget for the school.

Scenario 3: Pre-K schools where all students attend half-days.

In this scenario, the students attend school for part of the day but do not attend any other school for the rest of the day. These students' half-days are their full school day. For example, students may be enrolled in either morning or afternoon classes.

Discount: List the total number of students that attend this school as the school's full-time enrollment, along with the number of those students that are eligible for NSLP.

C2 Budget: Because all students are counted as full-time students, enter zero for both peak part-time and part-time students. The C2 budget for all schools is based on the number of full-time students plus the peak part-time students. Entering the students again as part-time or peak part-time students would result in overcalculating the C2 budget for the school.

If you have questions about this information or for help with your specific scenario, please contact USAC's Client Service Bureau at (888) 203-8100, and we would be glad to help you.

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