

**Flexible Instructional Day (FID)**  
 Frequently Asked Questions  
 May 4, 2020

<i>Question</i>	<i>Response</i>
What is a FID?	A flexible instruction day is tool available to public school entities to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in customary manner. It enables the public schools to meet the 180 instructional day requirement of Section 1501. It is used when a day prevents the delivery of instruction in its customary manner or location due to: a disease epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public school’s operation, damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use.
Who can access the FID SharePoint site?	Chief School Administrator (CSA) is the only one with access to the FIDS SharePoint site. If you don’t already have access, request it by emailing your CSA PA Login username and their email address, to <a href="mailto:RA-FID@pa.gov">RA-FID@pa.gov</a> . (The CSA for the career and technology center may be the Executive or Administrative Director, and not the Superintendent of Record.)
Are applications approved automatically?	PDE will either “accept” or “deny” applications. They may send back if there are minor revisions or additional information requested (September). Incomplete applications will be denied.
How long can I take to complete the application?	<b><u>You must save your work every 10 minutes.</u></b> It is recommended to copy and paste from a word processing document.
How many FIDs are permitted per year?	The number of flexible instructional days may not exceed five (5) days per school year.
How long is the approval good for?	Accepted applications shall remain valid for three (3) years
Must your JOC or school board approve the FID application?	The JOC or school board must approve the use of FID via a board motion or resolution, which must be submitted with the application. Upload a copy of official minutes or a copy of the resolution presented to Board for approval

	with a signed letter from the Board president verifying date and results of vote.
When are applications due for 2019-2020?	For applicants that want to implement FID program in 2019-20, the deadline is 6/15/20 with a follow-up of official board minutes by 9/1/20. If accepted, these applicants have the program approved for 2019-20, 2020-21, and 2021-22.
When are FID applications due for 2020-2021?	For applicants that want to implement next year, the deadline is 9/1/20 for all documentation. If accepted these applicants have the program approved for 2020-21, 2021-22, and 2022-23.
What appendices are required for comprehensive (full-time) career and technology centers?	Comprehensive CTC submit exemplars for the core courses that they teach (ELA, Math, Bio, Social Studies) plus one exemplar of a career and technology course.
What appendices are required for shared time, half-day career and technology centers?	Shared-time CTCs must submit two exemplars of career and technology courses.
Must you explain how lunch services will be provided?	If your school, when open, provides school lunch, you must explain how lunch services will be provided when on a FID.
Must school lunches be delivered to students?	No, parents or others may be required to pick up meals at the school.
Must health services, such as required medications, be provided for students?	Students must be provided with health services during a FID. The school must explain how medications normally given at school will be provided for. This may include written parental agreement that they will provide medications on a FIC.
Some of the questions or assurances, such as teacher and student responsibilities, appear to be the same as that required in the Continuity of Education plan because of the pandemic. Can this information be copied in both places?	Yes, you can answer the same questions in the same way, or if the answers are different, you may provide different answers.
Are there other considerations for the responsibilities of professional staff?	Additional consideration specific to “describing responsibilities for professional staff on a FID” should address staff in these areas: electives/specials, cafeteria, administrative support, para-professionals, etc. if you normally provide those services.
Did they shorten the process or details needed during this time of COVID-19?	No, the FID is the same. Remember that the FID has no bearing on the Continuity of Education plan and visa versa.

Do FIDs take the place of snow make-up days?	Schools should continue to incorporate make-up days in their school calendar.
What other requirements are there, other than the application with appendices, and the requirements to incorporate make-up days in the school calendar?	Each year PDE will issue a survey relating to efficacy of FIDS with a return date of June 30 of the same year.
If you are using technology to delivery instruction on a FID, how do you accommodate students without a device or internet access?	Hard copies may be provided to students in person in advance of the FID, or they may be mailed to students' homes. If technology is the delivery, consideration needs to address students and teachers unable to access the resources due to lack of power, technology or connectivity. Alternate solutions could include extended time.
How do you get the work back from the students who complete the packets? Do they have to mail it?	No, students bring their work when they return to school. Remember, the FID is good for only 5 (five) days per school year.
How detailed is the application process?	Seven assurances must be signed and submitted along with the application to ensure the FID is a continuation of a regular program of instruction. The narrative boxes that follow the assurances define in greater detail the assurance statements.
Must special education IEPs and 504 plans be accommodated during a FID?	Narratives should include methods for accommodations and alternate solutions where appropriate (i.e. no tech available, special education, COPPA/CIPA, etc.)
What are the student attendance requirements?	You must describe a process for documenting and enforcing attendance on a FID.
Are there other requirements for using technology on a FID?	Policies and measures must be in place to ensure cyber safety and security of students accessing online school services and resources. In addition, technical assistance and support must be provided to ensure access to instruction and resources.
Who can I contact for more information?	Monica L. Washington Director, School Services Office Department of Education 717.783.6746 RA-FID@pa.gov