

Administrative Memo

Date: May 17, 2019
To: School Administrators
From: Stacy Morse, virtual learning administrator, Educational Support Services
Subject: QS-19-002 – Missouri Course Access and Virtual School Program (MOCAP)

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to [Section 161.670, RSMo](#). Information about state funding for students enrolled in virtual education can be found in [Section 162.1250, RSMo](#).

What Is a MOCAP Course?

[Section 162.1250, RSMo](#) sets out the requirements for all virtual courses. Not all virtual courses are approved MOCAP courses. Courses listed on the MOCAP Course Catalog have been checked for compliance by the Department of Elementary and Secondary Education (DESE). The local education agency (LEA) must vet all other virtual courses to ensure that statutory requirements have been met. In order for students to enroll in MOCAP courses, LEAs must have a secure method to send a student's MOSIS ID and date of birth to courseware providers.

- [Learn more about MOCAP Courses](#)
- **Course Catalog** - MOCAP's course catalog link, mocap.mo.gov/catalog/ displays contact information for providers to be contacted directly.

Important information about each of the following topics can be found on the District MOCAP webpage: <https://mocap.mo.gov/districts.html>

- **MOCAP Policies**
- **Student's Appeal Process**
- **Individual Learning Plans (ILP) or Individual Career and Academic Plans (ICAP)**
- **MOSIS - August Core Data Cycle, Screen 3**
- **Reporting for Virtual Education in MOSIS**
- **Virtual Courses Will Use Exhibit 34**
- **Program Code 50 in MOSIS**
- **Program Code 52 - Curriculum Only in MOSIS**
- **LEAs as Courseware Providers That Are NOT in the MOCAP Course Catalog**

Virtual Providers That Are NOT in the MOCAP Course Catalog

- LEAs may use commercial virtual providers that have not been vetted through MOCAP; however, the LEA is responsible for ensuring that statutory requirements have been met.
- LEAs will input the teacher of record for virtual courses that are not MOCAP approved.
- Virtual courses that are dual enrollment do not require the instructor to be reported.

- A MOCAP provider may also offer additional courses that are not MOCAP approved and cannot be reported with the program code for MOCAP. Do not enter a program code for these courses. Simply enter the delivery system according to Exhibit 34 of S for Electronic Media or V for Virtual in the October Course Assignment.

Reporting for Virtual Education in MOSIS

- For information about reporting in Core Data, please refer to the [Core Data and MOSIS Manual](#).

Attendance and Course Completion

- Attendance hours for any educator without a valid teaching certificate will not be allowed for state aid payment purposes.
- In no case shall more than the full-time equivalency of a regular term of attendance for a single student be used to claim state aid.
- For information about attendance and course completion, please refer to the [DESE Attendance Memo](#).

For more information about MOCAP, please contact [Stacy Morse](#) virtual learning administrator, at 573-522-3651 or visit the [MOCAP website](#).