New Virtual School/Program Desktop Audit

Kansas State Department of Education

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Section I

Provider Information

USD# and Name:				
Superintendent Name:				
School/Program Name:				
Street Address:				
City		KS	ZIP:	
Contact Name:				
Position Title:				
Contact Phone:				
Contact Email:				
Vendor(s) Used:				
Registration Deadline: (What is the lastest date students may register?)				

School/Program Information

Students (Select one)

☐	In district only	☐	Accept out of district students

Services Offered (Select all that apply)

☐	General Education	☐	Advanced Courses
☐	Credit Recovery	☐	GED Completion

How does this virtual operate (Select one)

☐	**School** (requires a building number specific to the school)	**Building #**	

OR

Program (requires a connection to one of more buildings within the district or a service center)

☐	District Program/Multi Buildings	☐	Single Building Program	☐	Service Center Program

Grade Levels (Select all that apply)

☐	K	☐	1	☐	2	☐	3	☐	4
☐	5	☐	6	☐	7	☐	8	☐	9
☐	10	☐	11	☐	12	☐	Non-Graded		

Assurances		
		Check all that apply
1. Program Director Holds appropriate licensure/certification requirements	☐	**Yes**
2. Licensed/Certified Personnel a. Kansas licensed/certified teachers are employed in their content area	☐	**Yes**
b. Updated staff list with assignment and license number sent to KSDE	☐	**Yes**
3. Student Family Communication Ongoing communication occurs among schools, teachers, students, parents, and other virtual program staff members	☐	**Yes**
4. Technical Support Staff to support all technical aspects are employed	☐	**Yes**
5. Professional Development Staff are designated to develop, implement and evaluate training	☐	**Yes**
6. Assessment – Responsible to District and state assessments are provided for virtual students	☐	**Yes**
7. Data Entry Staff Data entry services are provided for course creation, enrollment of students, entry and processing of student grades for report cards and transcripts	☐	**Yes**
8. Counseling Staff Services are available to students	☐	**Yes**
9. Residency Criteria Kansas resident students allowed	☐	**Yes**

Superintendent's Signature		
This signature verifies the above information to be accurate		
Signature:	**Date:**	

Submit Form

Section II		
Program Requirements		
Review Team Members:		
(Review team will mark Yes or No in each category)		
	KSDE Use Only	
Counting for Enrollment	**YES**	**NO**
10. Students counted for enrollment and attendance (as directed by the current Enrollment Handbook)	☐	☐
11. Students engaged in academic activity or face to face attendance	☐	☐
12. Student activity documented for each enrolled course	☐	☐
13. KSDE Academic Activity Logs completed (two required for each student)	☐	☐
Receiving and Recording Course Credits	**YES**	**NO**
14. Credits awarded when students meet all goals and objectives for courses	☐	☐
15. Credits reported to sponsoring district for entry in student's permanent record	☐	☐
16. Feedback provided to students regarding progress before final grades are given	☐	☐
Professional Development Program	**YES**	**NO**
17. Staff trained in online pedagogy	☐	☐
18. Parent and student orientations provided	☐	☐
19. Staff trained on hardware, software and e-Learning systems	☐	☐
20. All required reports submitted relating to training programs	☐	☐
21. Staff attendance ensured at training	☐	☐
Program and Course Curriculum	**YES**	**NO**
22. Goals and objectives for all courses aligned to local, state, and/or national standards	☐	☐
23. Access to standards taught are provided	☐	☐
24. Syllabus information developed for every online course	☐	☐
25. Suggested timelines or target dates for completion of assignments provided	☐	☐
26. Final assessments provided and proctored for every high school course	☐	☐
27. State assessments provided and proctored	☐	☐

Communication Structure	YES	NO
28. Information provided to students and families prior to enrollment explaining online learning	☐	☐
29. Ongoing feedback provided	☐	☐
30. Responses provided to students and families within a 24 hour turn around during school days	☐	☐
31. A backup plan for communication when regular teacher(s) is not available is established	☐	☐
32. Ongoing conferences scheduled with students/parents each semester and as needed	☐	☐
Student Support Service/Sense of Community	**YES**	**NO**
33. Orientation sessions scheduled for students/parents	☐	☐
34. Policy for the provision of special education services is established	☐	☐
35. Teachers are available to answer student/parent questions for every course	☐	☐
36. Online communication opportunities provided, enabling students to share with others	☐	☐
37 Student intervention plan provided if necessary	☐	☐
38. Families informed of online program school calendar	☐	☐
Student/Parent Responsibilities	**YES**	**NO**
39. Students/parent communication encourage to share progress and ask for assistance	☐	☐
40. Students take all appropriate district and state assessments	☐	☐
School Improvement, Accreditation, State/Federal Requirements	**YES**	**NO**
41. Opportunities to learn are provided to students not meeting learning targets	☐	☐
42. Virtual program integrated into district's processes	☐	☐
43. Kansas accreditation regulations are followed	☐	☐
44. Data is reported as required by QPA and/or NCLB	☐	☐

Section III Completed by Visiting Review Team	
○	The Virtual School/Program has met requirements and will be listed as an approved virtual site on the KSDE web site.
○	The Virtual School/Program has met at least 75% of the requirements and will provide documentation to address the areas marked “No”. Documentation will be submitted to KSDE within 30 days of the visit date for further review. The Virtual School/Program will be listed on the KSDE web site when all documentation has been submitted and approved to retain their virtual status.
○	The Virtual School/Program did not meet at least 75% of the requirements as a Virtual School/Program and did not provide documentation at the audit visit. The school/program will not be recommended as an approved Virtual School/Program.

Review Comments: