ALTERNATIVE SCHOOL AND PROGRAM NARRATIVE FORM

Please respond, **in detail**, to the following questions about your alternative school or program. Failure to provide sufficient detail may result in additional information being requested.

Submit the completed form, along with a copy of your alternative student handbook and/or your student/parent contract or assurances (if available), at least **one week prior** to your alternative audit conference call. **Submit**: Complete the form and email to dfernkopf@ksde.org

Please do not handwrite your responses or fax this form.

USD Number:	Click or tap here to enter text.
USD Name:	Click or tap here to enter text.
School/Program Name:	Click or tap here to enter text.
Contact Name:	Click or tap here to enter text.
Contact Email:	Click or tap here to enter text.

Enrollment, Attendance and Count Day Procedures

Describe your process for enrolling students, counting them for alternative funding and monitoring their attendance throughout the year.

1. Describe your enrollment process. Include how you determine whether or not a student should be enrolled, at what point they are officially enrolled/claimed as a student, and how you determine which courses the students should be enrolled in.
2. Describe your count day procedures. When and how do you schedule count days, how is this communicated to students and families, and what documentation do you maintain for fiscal auditors?
3. Describe how you take attendance. What are your expectations for attendance, how do you monitor attendance, what interventions/supports do you make available for students who are struggling with attendance, and what is your process for filing truancy, if necessary?

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Communication and Interaction

Describe your process for communicating with students and families.

1. How are students and families oriented to the alternative school or program?
2. Describe your communication expectations and procedures. Who is primarily responsible for communicating with students and families, what is the expectation for how frequently communication takes place (including formal conferences), and how do you ensure students and families receive a response to questions within 24 hours (during school days)?
3. What face-to-face opportunities are provided to students and families so they may interact with other alternative or district students and staff?

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Course Completion, Monitoring and Intervention

Describe your process for monitoring the course completion of students and providing interventions and support to struggling students.

1. Describe the process for monitoring student progress. How do you know a student is making adequate progress? What interventions/supports do you have in place if a student fails to make adequate progress?
2. Describe the process that happens if a student leaves the program prior to completion. Is there a process for terminating students from the program? Do you contact the district of residence or prior district of attendance to let them know the student is no longer enrolled?
3. How do you ensure credit is awarded and entered on the student's transcript?
4. What resources are provided to students to assist in course completion (i.e. syllabi, timeline for completion, etc.)?

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Serving Specific Student Populations

Describe how students with disabilities, limited English proficient and migrant students are identified and served.

1. How do you ensure that students with disabilities receive the special education services outlined in the IEP?
2. How is the Home Language Survey administered to alternative students?
3. How do you ensure that limited English proficient and migrant students receive the ESOL, Title III and Migrant services they deserve?

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Proctoring Assessments and Exams

Describe your process for proctoring assessments and exams.

1. How do you ensure that all grade-appropriate students take proctored state assessments?
2. If the end of course exam is available in the online curriculum, how do you ensure that the student doesn't have access to it before it is proctored?
3. What alternative arrangements, if any, do you make for students who cannot attend onsite for proctored end of course assessments, if given?

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