

## 2016-2017 Virtual Schools and Programs Narrative Form

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

Submit the completed form, along with a copy of your virtual student handbook and/or student/parent contract or assurances (if available), **at least one week prior** to your virtual audit conference call.

Email to Branden Johnson at [bjohnson@ksde.org](mailto:bjohnson@ksde.org) **Please do not handwrite your responses or fax this form.**

USD Number	
USD Name	
School/Program Name	
Contact Name	
Contact Email	

### Enrollment, Attendance and Count Day Procedures

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

- What does your enrollment process look like?
- How do you determine which courses to enroll the students in?
- How do you schedule your count days?
- How do you communicate the count day requirements with students and families?
- What documentation do you maintain for the fiscal auditors?
- What are your expectations for appropriate attendance?
- How do you monitor attendance in your program?
- What is your process for filing truancy, if necessary?

### Communication and Interaction

Describe your process for communicating with students and families.

- How are students and families oriented to the virtual school or program?
- In what ways and how frequently do you communicate with students?
- Who is responsible for communicating with students and families?
- What face-to-face opportunities are provided to students and families so they may interact with other virtual or district students and staff?
- How often are formal conferences scheduled with students and families?
- How do you ensure students and families receive a response to questions within 24 hours (during school days)?

### **Course Completion Monitoring and Intervention**

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

- How often do you monitor each student's progress?
- How much progress do you expect students to make weekly to finish the course on time?
- What steps do you take if students are not making adequate progress in a course?
- What interventions and supports do you make available to students who are struggling?
- What are your parameters for terminating students who are not responding to intervention?
- How do you ensure credit is awarded and entered on the student's transcript?
- What resources are provided to students to assist in course completion (i.e. syllabi, timeline for completion)?

### **Serving Specific Student Populations**

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

- How do you determine if it is appropriate for a student with disabilities to enroll?
- How do you ensure that students with disabilities receive the special education services outlined in their IEP?
- How is the Home Language Survey administered to virtual students?
- How do you ensure that limited English proficient and migrant students receive the ESOL, Title III and Migrant services they deserve?

### **Proctoring Assessments and Exams**

Describe your process for proctoring assessments and exams.

- How do you ensure that all grade-appropriate students take proctored state assessments?
- How do you ensure that all high school and adult students take proctored end of course exams?
- 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?
- What alternative arrangements, if any, do you make for students who cannot attend onsite for proctored assessments and exams?

### Virtual Program Staffing

Describe the staffing structure of your virtual school or program.

- What are the responsibilities of the director/principal of the virtual school or program?
- In what ways do you use virtual teachers and/or virtual course monitors?
- How do you ensure that a qualified teacher is available to answer questions for every course?
- What types of counseling and support services are available to students?

### Professional Development

Describe your process for providing professional development opportunities to staff.

- What training does staff receive on the e-learning software?
- What training does staff receive on online pedagogy, online communication tools, online “classroom” management, online student engagement strategies, etc.?
- How do you ensure that all staff participates?

**Please list all professional development provided in 2016-2017 to virtual staff**

(insert additional rows as needed)

Audience	Date(s) Provided	Topics Covered	PD Provider