1. LICENSED PERSONNEL

☐ Virtual Director meets appropriate licensure/certification requirements.

☐ Virtual teachers and/or virtual course monitors, working with students, are appropriately licensed in the state of Kansas.

2. ENROLLMENT AND ATTENDANCE

☐ Students are enrolled and counted in accordance with fiscal auditing’s enrollment handbook.

☐ Student attendance is tracked and monitored to ensure compulsory attendance laws are being followed and adequate progress is being made in their courses.

3. COURSES, CREDITS AND ASSESSMENTS

☐ All courses are aligned to local, state and national standards and contain a syllabus and assignment completion timelines.

☐ Completed credits are entered onto the student’s transcript at the end of each semester.

☐ District and state assessments are proctored for all grade-level appropriate students.

4. COMMUNICATION WITH STUDENTS AND FAMILIES

☐ Methods for engaging families are implemented, including at least semester conferences based around the Individual Plan of Study.

☐ Students and guardians receive an orientation session including information on where to access resources that will aid in their virtual education.

☐ Virtual staff respond to student and family questions within 24 hours during school days.

☐ A systematic chain of communication is developed so students and families know who to contact with questions or issues.

5. STUDENT INVOLVEMENT AND SUPPORT SERVICES

☐ Opportunities must be provided for student to engage in authentic learning experiences and to communicate with other students.

☐ Virtual schools and/or programs have practices and interventions identified to address student needs in terms of academic, attendance and behavior issues.

☐ District policy is established for the provision of special education, ESOL, migrant and homeless services for virtual students in adherence with federal law.

6. PROFESSIONAL DEVELOPMENT

☐ Staff involved with the virtual school or program receive professional development that is personalized for their individual needs and the needs of the students.

Submit: Complete the form and email to dfernkopf@ksde.org
7. SCHOOL IMPROVEMENT AND ACCREDITATION

☐ The virtual school and/or program is integrated into the district’s strategic plan and included in district policies, and adheres to all relevant state statutes, regulations and requirements.

**Superintendent’s Signature**
This signature verifies the above information to be accurate

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