

# New Virtual School and Program Assurances Form

**Kansas State Department of Education**

**SUBMIT:** Complete the form and email to [bjohnson@ksde.org](mailto:bjohnson@ksde.org) or fax to 785-296-7933

<b>1. Licensed Personnel</b>		
a. Virtual director meets appropriate licensure/certification requirements		<b>Yes</b>
b. Virtual teachers or virtual course monitors are employed and are licensed appropriately		
<b>2. Enrollment and Attendance</b>		
a. Students enrolled and counted in accordance with fiscal auditing's Enrollment Handbook		<b>Yes</b>
<b>3. Courses, Credits and Assessments</b>		
a. All courses are aligned to local, state and national standards and contain a syllabus and assignment completion timelines		<b>Yes</b>
b. Credits completed are entered onto the student's transcript at the end of each semester		
c. Final assessments are proctored for all high school courses		
d. District and state assessments are proctored for all grade-level appropriate students		
<b>4. Communication with Student and Families</b>		
a. Virtual staff communicate regularly with virtual students and their families		<b>Yes</b>
b. Students receive an orientation session, ongoing feedback and formal conferences each semester		
c. Virtual staff respond to student and parent questions within 24 hours during school days		
<b>5. Student Involvement and Support Services</b>		
a. Opportunities are provided for students to engage in interactive activities and to communicate with other students		<b>Yes</b>
b. District policy is established for the provision of special education, ESOL, migrant and homeless services for virtual students, in adherence with federal law		
<b>6. Professional Development</b>		
a. Staff involved with the virtual school or program receive professional development that is appropriate for their job responsibilities		<b>Yes</b>
<b>7. School Improvement and Accreditation</b>		
a. Virtual school/program is integrated into district's strategic plan and included in district policies and adheres to all relevant state statutes, regulations and requirements		<b>Yes</b>
<b>Superintendent's Signature</b>		
This signature verifies the above information to be accurate		
<b>Superintendent Signature:</b>	<b>USD #:</b>	
<b>Superintendent Name:</b>	<b>Date:</b>	