

## **Sample Narrative Form Responses**

For each section, you should respond in detail to all of the questions. Below are examples of complete and incomplete responses. Incomplete responses may be asked to be resubmitted with additional information.

### **Question 1:**

Describe your process for monitoring the course completion of students.

- How do you monitor each student's progress?
- 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)?

### **Incomplete Response 1:**

The supervising teacher has the responsibility to monitor each student's progress. Credits will be issued according to the students completed coursework. The teachers and counselors will document the transcript.

### **Complete Response 2:**

Every student enrolled in XX is a student of record at XX High School, where final transcripts are maintained and course completion is sent upon the completion of each class. The XX is a competency-based program. Suggested timelines are given; however, credits are awarded after all course requirements are met. This may occur at any time throughout the school year. Every student who attends another school full-time and takes an online course for credit retrieval or advancement will receive a credit notification that is sent to the home school upon course completion. Parents, students, counselors, and administrators are sent progress reports either daily or weekly via Edgenuity. All courses are assigned target dates for completions, and students have immediate access to monitor their progress in Edgenuity, as well as an assignment calendar and course map. Parents can access student progress and attendance/productivity via the Edgenuity Family Portal. Progress updates are sent midway through each semester, and students are placed on a "Plan of Completion" for all remaining courses.

## **Question 2:**

Describe the supports and interventions that you provide to struggling students.

- What steps do you take if a student is not making progress in a course?
- What are your parameters for terminating a student who is not making progress?
- How do you ensure that students with disabilities receive the special education services outlined in their IEP?

## **Incomplete Response 1:**

20 hours and week and if no progress is made after a month of inactivity they are terminated. This is after several attempts to motivate the student. If this is a high school student, they authorities and contacted in order to get the student back on track. We don't have any students on IEP's but in the case we would offer services and modify classes accordingly.

## **Complete Response 2:**

Our students are also held to the same rigid educational standards as our traditional students, and XX course requirements are created to mirror the expectations of our traditional classrooms. XX students are provided the same opportunities for success as our district students, including but not limited to, district standardized assessments, state assessments, diagnostic assessments, progress monitoring, remedial standards courses, specialized reading assessment and support, SST team intervention strategies. The XX School District provides academic intervention services to its students in a variety of ways. Services are provided based upon individual student need. Our district is in the process of structuring the framework for a Multi-Tier System of Support (MTSS). The XX is represented in this process with our teachers and administration. The goal of MTSS is to help schools use their resources in ways that enable every child to be successful.

Students who do not meet set learning targets are expected to participate in additional academic support opportunities. A student intervention plan is developed with the help of teachers, our academic support coordinator, director, parents, and the student. Teachers and administrators monitor a student's academic progress on a weekly basis when on academic probation. Additional academic support, including face-to-face tutoring and instruction, is required when a student is not meeting the requirements of XX. XX students not meeting standard on Kansas Assessments are required to participate in standard based courses to help them with their learning needs. If the student and parents do not comply with these additional expectations we have no choice but to drop the student. If the student is of required school age, we will encourage the family to return to a more traditional school environment, and we do report the student to our XX county truancy officer as well as the truancy agency and school authorities in the student's residential school district if the student does not return back to regular school or some other school option.

The XX County Special Education Cooperative provides special education services to students in the XX School District. For students with special needs who enroll with XX, we follow the same procedures set within our district and the XX to meet their needs, and to ensure that all services are met as outlined in the IEP.