



FORM REV JUNE 2023
[70 OK Stat § 70-1210.568 \(2020\)](#)

Alternative Education Approval and Review Process

The process for approving new or reviewing existing Alternative Education Programs in Oklahoma will ensure proper planning, development, and implementation of effective learning programs throughout the state.

The guideline for completing the application process is the **Alternative Education Evidence Criteria Review**. The Oklahoma State Department of Education will use the evidence/documentation provided by the school districts to approve and/or review Alternative Programs and schools. All documents must be submitted to the Office of School and Student Support, by October 1 of the current year to receive funding the following year.

Charter schools will need to provide written approval from their sponsoring organization confirming the sponsor's authorization for establishing an Alternative Education Program. Documentation provided must substantiate how students are screened for the program.

The application and review process for Alternative Education Programs is as follows:

- 1) **To be considered an Alternative Education Program and receive funding, a school must meet all the criteria with evidence described in the Alternative Education Evidence Criteria Review from the Office of Student Support at OSDE per [70 OK Stat § 70-1210.568 \(2020\)](#)**
- 2) If a district does not currently have an Alternative Education Program, contact Missy Corn to begin the application process and be assigned a specialist ~ missy.corn@sde.ok.gov or (405) 831-1242.
- 3) Representatives from the school district are required to attend an OSDE Alternative Education regional meeting.
 - a) Representatives should include an Alternative Education director, a school counselor, and a district administrator.
 - b) Dates of meetings and registration will be posted on the Alternative Education website <https://sde.ok.gov/alternative-education> .

4) Existing Alternative Education Programs

- a) The school district will use the Alternative Education Evidence Criteria Review to provide written evidence/documentation of the sixteen (16) Alternative Education Program Criteria.
- b) The evidence/documentation of the 16 criteria will be uploaded by all school districts to the criteria specific folder provided by the specialist. Evidence of services provided in each of the 16 criteria must be submitted by Oct. 1 to be considered for funding.
- c) Once all documentation is provided, all school districts must contact their specialist to notify them of completion.
- d) For those programs currently receiving funding, the review of evidence will occur prior to their annual site visit. On site evidence audits will occur according to the current review cycle.
- e) All Alternative Education Programs are reviewed every other year to determine continuing implementation of the 16 criteria for continued funding and level of implementation for improvement purposes.
- f) For those programs currently receiving funding, implementation plans (on OSDE Single Sign-On) must be completed by September 1.

5) Next Steps for **New Alternative Education Programs**:

- a) For **new** programs (those programs who have not previously received funding as a stand-alone program **or** participated in a Coop as a sending school) a review of the provided evidence will be completed within 30 days of receipt by OSDE. After the review, the specialist will perform an on-site audit of the 16 criteria by November 1st.
- b) If sufficient evidence is shown during the on-site audit, the Alternative Program will be added to the OSDE Single Sign-On (if not already a user).
- c) If sufficient evidence is not confirmed during the first on-site audit, the school district may request a second audit 6 months after the initial on-site audit. Additional audits will occur (at the district's request) in 6-month intervals until sufficient evidence is provided of meeting the 16 criteria.

Plan of Improvement Process

Districts will be evaluated every 2 years by an Alternative Education Specialist on their compliance with the 16 Alternative Education Criteria as required by law. Districts not compliant with 1 or more of the 16 Criteria will be required to submit a written Plan of Improvement (POI). District's writing plans of improvement will adhere to these guidelines:

1. Once it has been determined a district needs a POI, no further criteria evidence will be accepted. Districts should focus on writing their POI, not uploading additional evidence.
2. District will complete a written POI which will address each of the identified criteria areas needing improvement. The plan should be emailed back to your Alternative Education Specialist within 5 business days of notification.
3. POIs should include the following:
 - An expectation statement: This would be the specific criteria you are addressing.
 - An action plan with measurable steps towards improvement of each item.
 - Your action steps should be formatted as SMART goals.
 - S= Specific (simple, sensible, significant)
 - M= Measurable (meaningful, motivating)
 - A= Achievable (agreed, attainable)
 - R= Relevant (reasonable, realistic and resourced, results-based)
 - T- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)
 - Include data points that will help determine progress on your plan.
 - Include a timeline with progress milestones and a completion date.
4. POI will be reviewed, and a follow-up email will be sent to the district within 5 business days of plan being received by the Alternative Education Specialist.
5. The district will be evaluated the following year to confirm the POI is being followed and expectations of 16 criteria in state statutes are being met.
 - a. If the district **meets all** expectations of the 16 criteria the following year (while on their POI), they will return to their regular evaluation rotation.
 - b. If district **does not meet all** expectations of 16 criteria while on the POI, they will be given a deficiency for that school year from their Accreditation Officer. The district will be evaluated annually, and POI updated, until compliance is met in all 16 Criteria areas.
6. After receiving two consecutive deficiencies, the State Board of Education shall have the authority to suspend funds for the alternative education program.