



Alternative Education Procedures

Our Mission: The Alternative Education Department of the Office of Student Support partners with each Alternative Education program in Oklahoma to provide guidance and support to satisfy the 16 Alternative Education criteria. This guidance includes (but is not limited to) evaluation of criteria evidence, providing support through our multi-tiered system of support (MTSS), engaging in professional development, conducting site visits and criteria audits, etc.

Beginning FY23, the Alternative Education Department will make changes to the evaluation and audit process of programs. Our goal is to move from one of predominantly evaluation to one more focused on guidance, support, and evaluation. With this in mind, we have changed the processes for programs to acquire funding for an Alternative Education program and the on-site audit. The new process is fully compliant with [HB 2520](#), the current legislation involving Alternative Education.

The new process will include:

- ◇ Each year, all districts (including K-8) will submit evidence of adherence to the 16 criteria in digital folders.
 - Districts must email Emily Hicks (emily.hicks@sde.ok.gov) to request access to their digital folders.
 - Districts who do not have an alternative education program and are not in a Co-Op will upload only their Alternative Education Statutory Waiver approval letter from the state school board.
 - Completion of the digital folders is due Oct. 1 each year.
- ◇ During **even** years, programs in even regions will have an on-site audit by an Alternative Education field specialist. During this visit an Alternative Education support rubric will be completed. This rubric will help us determine the criteria areas in which the school is non-compliant, needing improvement, effective or highly effective.
- ◇ During **odd** years, programs in odd regions will have an on-site audit by an Alternative Education field specialist. During this visit an Alternative Education support rubric will be completed. This rubric will help us determine the criteria areas in which the school is non-compliant, needing improvement, effective or highly effective.
- ◇ Support will be provided to programs in their areas of non-compliance or needing improvement. Programs can also reach out to their Alternative Education field specialist to request specific assistance.

If you have any questions, please reach out to your Alternative Education Field Specialist:

- Missy Corn (Region 1, 2, and 3) missy.corn@sde.ok.gov (405) 831-1242
- Leslie Frazier (Regions 5, 6, and 7) leslie.frazier@sde.ok.gov (405) 570-5994
- Michelle Butler (Regions 4, 8, 9, and 10) michelle.butler@sde.ok.gov (405) 397-9783

Link to [Alternative Education Regions Map](#)

To be sure Alternative Education programs meet all deadlines for funding and form completion, please adhere to these timelines:

May 1 – June 30

⇒ **Districtwide Student Needs Assessment**

- Report is found in Single Sign-On and opens May 15th.
- Includes data from the entire district, not just Alternative Education.
- **Final due date - June 30th.**

⇒ **End of Year Data Report**

- This is an electronic survey form.
- Look for the link to the survey in the May Alternative Education Newsletter.
- **Final due date - June 30th.**

May 1 - October 1

⇒ **Statutory Waiver Application**

- Application for districts who serve fewer than 10 students in their Alternative Education Program instead of Co-Oping with another district. This includes K-8 districts.
- Don't leave getting the approval of this application to the last minute. Application requires local school board approval, school board president signature and a notary signature.
- Applications will be accepted from April 1 – October 1 and should be submitted to the OSDE Accreditation Office (april.barr@sde.ok.gov).
- **Final due date - October 1.**

⇒ **Deregulation Application for Abbreviated Day Deregulation**

- Application for an Alternative School to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week, or 756 hours per year.
- Application must include a schedule of hours of instruction and number of days taught per week.
- Don't leave getting the approval of this application to the last minute. Application requires local school board approval, school board president signature and a notary signature.
- Applications will be accepted from April 1 – October 1 and should be submitted to the OSDE Accreditation Office (april.barr@sde.ok.gov).
- **Final due date - October 1.**

⇒ **Teaching Out of Certification Exemption**

- These forms should be sent to your Alternative Education specialist for review and approval. Only completed forms will be approved by the Alternative Education Specialists.
- Once approved by your specialist, the forms will be emailed to you for uploading into your district's Criteria 4 digital folder.
- **This form will not be approved for Adjunct Teachers.** Only certified teachers can be used in alternative education programs and approved to teach out of their certification area for the program.
- **Final due date - October 1.**

May 1 - October 1 continued...

⇒ 16 Digital Folders for Criteria Evidence Upload

- Email Emily Hicks (emily.hicks@sde.ok.gov) to access your district's digital folders so you may begin uploading your program evidence of compliance to the 16 criteria.
- **Documents should be uploaded as .PDF or .JPEG files.**
- Label documents according to the FY (fiscal year). Also be sure to label each document with the appropriate criteria number and letter.
- Digital Evidence school year clarifications:
 - Current data (FY24) should be used for criteria 1, 3, 4, 9, 10, 11, and 14. The evidence for these criteria need to be uploaded after school starts in the Fall.
 - Current (FY24) and/or previous year's data can be used for criteria 2, 5, 6, 7, 8, 12, 13, 15, and 16. Some of the evidence for these criteria can be uploaded in the last few weeks of the school year or over the summer.
- **Final due date - October 1.**

⇒ Memorandums of Understanding (MOUs) and Authorization to Pay Forms

- If your district is the LEA of a Co-Op, coordinate with your sending schools the completion of the MOU and authorization to pay form. Documents need to be completed, approved by school boards, and sent to the LEA of the Co-Op. Completed documents should be uploaded into each district's digital folders
- **Final due date - October 1.**

August 1 – September 1

⇒ Fall Regional Meetings

- Dates/locations of these meetings are on the main page of the Alternative Education web page.
- School districts are **required** to have representatives attend at least one of the Fall Regional Meetings.

⇒ Alternative Education Implementation Plan

- **Every district serving students in grades 7-12 must complete an Alternative Education Implementation Plan.**
- Districts must certify their District Wide Student Needs Assessment on single sign-on before the plan will open on August 1st.
- The Annual Estimated Budget is embedded into the Alternative Education Implementation Plan. Include all expenses from your Alternative Education program in this budget, not just those paid for with your Alternative Education funding.
- The Alternative Education Implementation Plan can be found on Single Sign-on.
- **Final due date - September 1st.**

October 1 – April 30

⇒ **On-site audits**

- During **even** fiscal years, programs in even regions will have an on-site audit by an Alternative Education specialist.
- During **odd** fiscal years, programs in odd regions will have an on-site audit by an Alternative Education specialist.
- School districts on a plan of improvement (POI) will be evaluated annually until compliance of all 16 Alternative Education Criteria is reached.

Failure to meet the aforementioned deadlines will result in an accreditation deficiency for a district's Alternative Education Program.