Data Standard Alternative Education Program - Out of District Services
Rev. 7/3/2023

Ownership and History

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Overview

Districts that place students with another district for alternative education program services must ensure student records are available for student tracking. Setup of alternative school enrollments in Infinite Campus will vary depending upon the agreement between districts. It is important to follow one of the methods below to ensure the ability to track students for SEEK funding, student-teacher data link, graduation, dropout, retention, and accountability. This document provides guidance on enrollment assignments for out of district alternative education services. Users should reference Alternative Education Programs/ILPA and KECSAC Data Standard for additional requirements for students receiving alternative education services.

For purposes of this document:
Home district is the resident district where the student would attend if the alternative placement were not necessary.
Alternative district is the district providing the alternative placement services to the student.

Regulation citation(s)

- 704 KAR 19:002 Alternative Education Programs

Data use

- SEEK Funding and Teacher of Record are determined by where the student is scheduled into classes.
- Graduation Rate is determined based on which comes first:
    - the last day of the school the year the student graduates <u>or</u>
    - the last day of school the year the student's freshman cohorts graduated
- Testing Accountability is attributable to the last A1 School or district where the student had an enrollment of more than 100 days. Reference 100-Day Tool to determine accountability.
- Transcripts should include all courses the student attended.
- This data will be reported via the School Report Card

Resources

- Data Standard Alternative Education Programs/ILPA
- Data Standard KECSAC (Kentucky Educational Collaborative for State Agency Children)

Section A – District Shared Responsibility - Scenario 1

Student attends alternative education program out of district. The alternative education program receives the SEEK funding, but the home district is otherwise responsible. To ensure funding and responsibility can be tracked correctly the student should be set-up in both districts as indicated in this section.

Classic View: Student Information | General | Enrollment tab [Service Type & Resident District]

Search Terms: Enrollment
Home district enrolls students with a *Service Type* = **Primary** but does not schedule student in any classes. If the student had been scheduled prior to the assignment to the out of district alternative school the schedule is end dated but the enrollment is not.

- Home district will **not** receive funding because the student is **not** scheduled into classes.
- Student is included in home district graduation rate.
- If student is enrolled over 100 days, the district with the primary enrollment is **accountable** for testing.

Alternative district enrolls the student with a *Service Type* = **Partial** <u>and</u> schedules the student into classes. The alternative district enrollment should have the student's home district selected as the resident district on the student's enrollment.

- The alternative district **will receive** SEEK funding because the student is scheduled into classes.

Considerations:
Transcript – Districts would have choice of which district/school the student transcript would be generated from. Student records must be transferred upon transition to and from the alternative district and the home district to ensure transcripts include any courses the student has participated when enrolled in both districts.

Section B – District Shared Responsibility - Scenario 2

Student attends alternative education program out of district. The home district receives the SEEK funding, but the alternative district is otherwise responsible. To ensure funding and responsibility can be tracked correctly the student should be set up in both districts as indicated in this section.

Classic View: Student Information | General | Enrollment tab [Service Type & Resident District]

Search Terms: Enrollment

Alternative district enrolls student with a *Service Type* **= Primary** but does not schedule student in any classes. The alternative district enrollment should have the student's home district selected as the resident district on the student's enrollment.

General Enrollment Information					–
Enrollment ID					
Calendar		Schedule (read only)	*Grade	Class Rank Exclude	External LMS Exclude
		Main ▾	12 ▾	☐	☐
*Start Date	No Show	End Date	End Action	*Service Type	
8/12/2023 📅	☐	📅	▾	P: Primary ▾	
*Local Start Status			Local End Status		
E01: First enrollment of the year ✕ ▾			Select a Value ▾		

- The alternative district will **not** receive funding because the student is **not** scheduled into classes.
- Student is included in alternative district graduation rate.
- If student is enrolled over 100 days, the district with the primary enrollment is **accountable** for testing.

Home district enrolls the student with a *Service Type* **= Partial** <u>and</u> schedules the student into classes.

General Enrollment Information					–
Enrollment ID					
Calendar		Schedule (read only)	*Grade	Class Rank Exclude	External LMS Exclude
		Main ▾	12 ▾	☐	☐
*Start Date	No Show	End Date	End Action	*Service Type	
8/12/2023 📅	☐	📅	▾	S: Partial ▾	
*Local Start Status			Local End Status		
E01: First enrollment of the year ✕ ▾			Select a Value ▾		

- Home district **will receive** SEEK funding because the student is scheduled into classes.

Considerations:
Transcript – Districts would have choice of which district/school the student transcript would be generated from. Student records must be transferred upon transition to and from the alternative district and the home district to ensure transcripts include any courses the student has participated when enrolled in both districts.

Section C – Home District Responsibility

Students attend alternative education program out of district. The home district sends the student for alternative placement; however, maintains responsibility for student. Home district continues to receive SEEK funding and maintains student in courses that properly align students to teacher of record. The home district maintains responsibility, funding, and accountability for student. To ensure funding and responsibility can be tracked correctly the student should be set up in both districts as indicated in this section.

Classic View: Student Information | General | Enrollment tab [Service Type & Resident District]

Search Terms: Enrollment

Home district enrolls student with a ***Service Type*** **= Primary** and schedules student into classes

- Home district receives SEEK funding because the student is scheduled into classes.
- Student is included in home districts graduation rate.
- If student is enrolled over 100 days, the district with the primary enrollment is **accountable** for testing.

Alternative district enrolls the student with a ***Service Type*** **= Partial** and schedules student into classes. Enrollment record must be marked **State Exclude**. The alternative district enrollment should have the student's home district selected as the **Resident District** on the student's enrollment.

- Alternative district does not receive SEEK funding because the enrollment is marked state exclude.

Considerations:
Transcript should be generated from home district. Grades would need to be entered into the teachers' grade books in the home district. At a minimum, term and final grades should be entered a home district course to ensure transcript is correct.

Section D – Alternative District Responsibility

Student attends alternative education program out of district. The district providing alternative services accepts full responsibility for the alternative student. Funding and accountability follow student. To ensure funding and responsibility can be tracked correctly the student should be set up in both districts as indicated in this section.
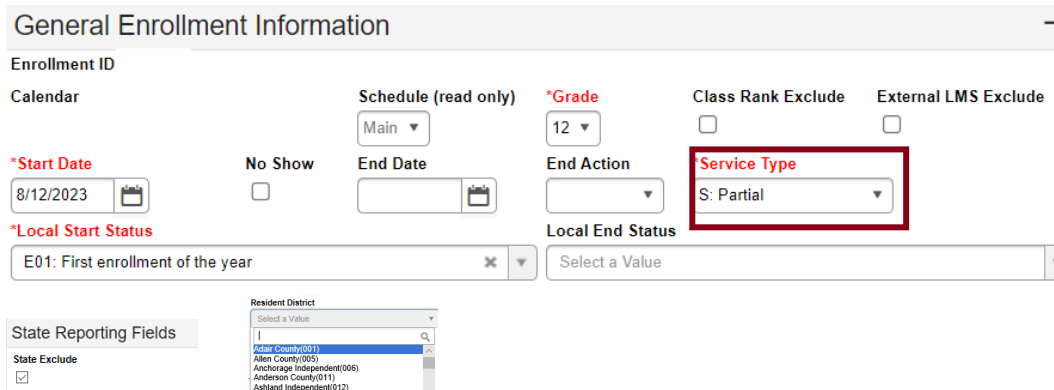
Classic View: Student Information | General | Enrollment tab

Search Terms: Enrollment
Home District withdraws student.
- Home district does not receive SEEK funding once the student has withdrawn.
- Student is not included in graduation rate because their primary enrollment has ended with a transfer to another district.
- If student was enrolled over 100 days, the district is **accountable** for testing.

Alternative District enrolls the student with a **Service Type = Primary** and schedules them into classes. Home district should be entered as resident district.

- Alternative district receives SEEK funding because the student is scheduled into classes.
- Student is included in alternative districts graduation rate.
- If student is enrolled over 100 days, the district is **accountable** for testing.

Considerations:
Transcript – Student records should transfer from home district to alternative district for transcript to be generated from alternative district. Student records would have to be transferred back to home district if transcript is to be generated from home district.