

Data Standard Alternative Education Program - Out of District Services

Rev. 7/1/2024

Ownership and History

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Contents

Ownership and History.....1

Overview3

Section A – District Shared Responsibility - Scenario 1.....4

Section B – District Shared Responsibility - Scenario 2.....5

Section C – Home District Responsibility6

Section D – Alternative District Responsibility.....7

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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 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 or
 - 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.

Tool Search: Enrollment

The **Home district** enrolls students with a **Service Type = Primary** but does not schedule the 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.

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

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

The **Alternative district** enrolls the student with a **Service Type = Partial** and 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.

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

- The alternative district **will receive** SEEK funding because the students are scheduled into classes.

Considerations:

Transcript – Districts would have a 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

A student attends an 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.

Tool Search: Enrollment

The **Alternative district** enrolls the student with a **Service Type = Primary** but does not schedule the 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.

The screenshot shows the 'General Enrollment Information' form for the Alternative district. The 'Service Type' dropdown menu is highlighted with a red box and contains the value 'P: Primary'. Other fields include: Enrollment ID, Calendar, Schedule (read only) set to 'Main', *Grade set to '12', Class Rank Exclude (checkbox), External LMS Exclude (checkbox), *Start Date set to '8/12/2023', No Show (checkbox), End Date, End Action, *Local Start Status set to 'E01: First enrollment of the year', and Local End Status set to 'Select a Value'.

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

The **Home district** enrolls the student with a **Service Type = Partial** and schedules the student into classes.

The screenshot shows the 'General Enrollment Information' form for the Home district. The 'Service Type' dropdown menu is highlighted with a red box and contains the value 'S: Partial'. Other fields include: Enrollment ID, Calendar, Schedule (read only) set to 'Main', *Grade set to '12', Class Rank Exclude (checkbox), External LMS Exclude (checkbox), *Start Date set to '8/12/2023', No Show (checkbox), End Date, End Action, *Local Start Status set to 'E01: First enrollment of the year', and Local End Status set to 'Select a Value'.

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

Considerations:

Transcript – Districts would have a 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. The home district continues to receive SEEK funding and maintains the student in courses that properly align students to teacher of record. The home district maintains responsibility, funding, and accountability for the student. To ensure funding and responsibility can be tracked correctly the student should be set up in both districts as indicated in this section.

Tool Search: Enrollment

The **Home district** enrolls students with a **Service Type = Primary** and schedules 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 P: Primary

*Local Start Status Local End Status

E01: First enrollment of the year Select a Value

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

The **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.

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

State Reporting Fields

State Exclude

Resident District

Select a Value

Adair County(001)

Allen County(005)

Anchorage Independent(006)

Anderson County(011)

Ashland Independent(012)

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

Considerations:

Transcripts should be generated from the 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

The student attends an alternative education program out of the 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.

Tool Search: Enrollment

Home District withdraws the student.

- The home district does not receive SEEK funding once the student has withdrawn.
- The student is not included in graduation rate because their primary enrollment has ended with a transfer to another district.
- If a student was enrolled over 100 days, the district is **accountable** for testing.

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

- The Alternative district receives SEEK funding because the student is scheduled into classes.
- The student is included in alternative districts graduation rate.
- If a 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.