2023-24 ALE Year End Report

Any school district claiming ALE enrollment for state funding is required to submit an ALE Year End Report. This report is now available for districts that reported ALE enrollment during 2023-24. The deadline to submit your report is **August 31, 2024**.

Changes to the 2023-24 ALE Year End Report

There are no changes to the report questions for 2023-24.

Getting Started

1. Identify who will submit the report for each program in your district.
2. Review the questions and prepare responses. A list of the questions is included in the [Report Questions and Guidance](#) section of this document.
3. Locate the [link](#) to the report. This link will take you to a survey form.
4. Enter the prepared responses into the form for the program and submit.

Accessing & Submitting the Report

Beginning in 2021-22, the ALE Year End Report was transitioned out of the School Apportionment and Financial Services (SAFS) ALE application in EDS to a more accessible survey form. Anyone with the survey link can complete and submit the report. ALE programs should connect with their local school team and district to determine who should complete and submit the information.

Q: How do I access the survey form?
A: The survey form can be accessed [here](#). A link is also available on the ALE website and will be communicated through the Learning Options newsletter. Login information is not required.

Q: Where will I find the list of ALE programs I need to submit data for?
A: In the survey form there is a dropdown list of ALE programs by district that claimed ALE FTE during the 2023-24 school year. A report is required for each ALE program listed.

Q: If data has already been submitted for a program, how will I know?
A: A list of programs that have submitted a report will be available on the [ALE website](#) and updated regularly beginning in June 2024.

Q: My program doesn't show up on the dropdown list of ALE programs in survey form.
A: The dropdown list includes all programs that reported ALE FTE during the 2023-24 school year. The ALE program names are assigned locally by each school district in the SAFS ALE application in EDS, the application where districts submit their monthly ALE enrollment reports

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by home district. The program names on this list are taken directly from the SAFS ALE application. For further questions on this topic, contact learningoptions@k12.wa.us.

Q: Can I save partial data and return to complete the report at a later date?
A: Yes, the survey form does have this capability. However, we recommend collecting data locally until all responses are prepared. This will allow you to enter and submit at one time. The feature allowing a user to save and return to the form can be cumbersome and requires the user to keep track of a unique link. The link to save and continue the survey is available after the first page of the survey.

Q: How will I know if data is missing for an ALE program?
A: We will begin reaching out to ALE programs with missing data in late July. ALE programs are welcome to reach out to us at learningoptions@k12.wa.us at any time to check on their report status.

Q: Where can I view the submitted data for future reference?
A: A copy of the data will be sent to the email address indicated in the form upon submission. Please ensure the email address is entered accurately for this function to work and check spam folders if needed. The individual completing the form should share the report data with any necessary individuals as determined locally.

Q: Who can enter and submit data?
A: Anyone with the link to the survey form will be able to submit data for an ALE program. ALE programs should connect with their local school and district team to determine who should complete and submit the information.

Q: How can I make changes once my report has been submitted?
A: First, submit another report with the updated data. Then reach out to us at learningoptions@k12.wa.us to confirm which version of the report should be saved. Please note that you may review your answers on the last page of the survey. Use the "back" and "next" buttons at the bottom the survey to navigate through the pages to update responses as necessary.

Q: Why did OSPI move the report out of the SAFS ALE application in EDS?
A: The survey form format is a more flexible, accessible, and user-friendly data collection tool. It allows for more control over the questions in the report, managing updates as needed, and direct access to the data submitted.

Report Questions & Guidance

1. **Contracted Instruction.** What percentage of the program's annual enrollment was taught by contracted instruction pursuant to RCW 28A.150.305 and/or WAC 392-121-188?

   Guidance:

- The intent of this question is to get information on the amount of instruction that is contracted to an entity other than the school district. Contracted instruction is outlined in WAC 392-121-188. Examples of contracted learning include (1) a district contracting with an online provider where the online provider hires the teacher for the course(s) or (2) a district contracting with a community-based organization (CBO) for instruction where the certificated teacher is hired by the CBO.
- For this question, report the percentage of your student enrollment who took courses taught by the contracted certificated teacher. These are not regular district employed teachers, but teachers such as those employed by a contractor of the district. For example, if 75% of your students enrolled during the school year took courses taught by certificated teachers employed by an online course provider, not school district employees, you would report 75 for this question.
- Enter whole numbers without a percentage mark, decimal point, or decimal number.

2. **Course Types**. What percentage of the ALE courses taken by your students were classified as "online", "remote", or "site-based" on the first day of class for the school year, February 1, and the last day of class for the school year?

Guidance:

- The intent of this question is to get information on the course types offered by a program during the school year.
- Courses included in this calculation should be those taken by students over the course of the year, not all courses available in your course catalog or offerings.
- For assistance in determining course types, please visit the Guide to Offering ALE available on the Alternative Learning Experience website.
- Totals for each date should equal 100% or 0%.
- Enter whole numbers without percentage mark, decimal point, or decimal number.

3. **District Certificated Instruction.** What is the total FTE of certificated teachers employed by the school district assigned to the ALE program?

Guidance:

- The intent of this question is to get information on the amount of instruction provided by staff employed through the district.
- For this question, report the FTE of certificated teaching staff employed by the local school district who provided ALE instruction. Refer to the S-275 Personnel Reporting Instructions for more information on calculating staff FTE.
- This information may be used to calculate a student-to-teacher ratio for your program.

4. **2023-24 Assessment Participation**. What percentage of eligible students did not participate in required ELA and Math statewide testing?

Guidance:

- The intent of this question is to track assessment participation in ALE programs.
- For this question, report the percentage of enrolled students who were eligible to participate in either the SBAC Math and/or ELA assessment, but <u>did not</u> participate for any reason.
- Eligible students are those students enrolled in grades 3-8, or 10 during the assessment window.
- Statewide testing for the purposes of this question include the SBAC Math and/or ELA assessments only.
- Participation means:
  - A student eligible to take the ELA SBAC attempted the assessment.
  - A student eligible to take the Math SBAC attempted the assessment.
  - A student eligible to take both the ELA and Math SBAC attempted each assessment.
- Enter a whole number without percentage mark, decimal point, or decimal number.

5. **Full-day Kindergarten (FDK) Enrollment**. What is the headcount of kindergarten students claimed for more than 0.50 FTE at any time during the school year?

Guidance:

- The intent of this question is to determine the number of FDK students enrolled during the school year. FDK means any kindergarten student claimed above 0.5 FTE for any month during the school year.
- For this question, count each student claimed for FDK apportionment at any time during the school year.
- If you did not have any FDK students enrolled, leave this question blank.
- Example: Two kindergarten students enrolled above 0.5 FTE in September, three new kindergarten students enrolled above 0.5 FTE in October, one of those kindergarten students enrolled above 0.5 FTE withdrew in April. Your annual headcount would be 5 (2+3=5).

6. **Full-day Kindergarten (FDK) Assessment Participation**. What is the headcount of full-day (more than 0.50 FTE) kindergartners who participated in the WaKIDS assessment during the assessment window?

Guidance:

- The intent of this question is to determine how many of the FDK students enrolled in the program participated in the required assessment.
- WaKIDS is a required state assessment with an open window each fall until October 31.

- Of your kindergarten students enrolled above 0.5 FTE during the WaKIDS assessment window, how many of them participated in the assessment?
- If you did not have any FDK students enrolled, leave this question blank.
- Example: 5 kindergarten students were enrolled above 0.5 FTE during the WaKIDS assessment window. One student formally opted-out of the assessment, the remaining 4 students participated in the assessment by October 31st. The headcount of FDK students who participated in the WaKIDS assessment during the assessment window would be 4 (5-1=4).

7. Purchased Services. Yes or no, did the program purchase or contract for instructional or co-curricular services or activities included on ALE written student learning plans?

Guidance:

- Per WAC 392-550-060, ALE programs are required to report, on an annual basis, any costs and purpose of purchased services or activities provided to their ALE students.
- The intent of this question is to identify the type and amount of services purchased by schools/programs offering ALE, in addition to ensuring any services are substantially similar to those offered in the non-ALE setting within the district.
- Instructional or co-curricular services or activities can include but are not limited to lessons, trips, or other activities. Online courses or courseware are not considered a service or activity and do not need to be reported.
- To meet these reporting requirements, ALE programs that answer "Yes" to this question must complete a "Substantially Similar Spreadsheet". To do this:
    - o Click on the 'Substantially Similar Spreadsheet' and download the Excel file.
    - o Complete the spreadsheet, save to your computer, and upload to the survey form.

Questions
Contact OSPI Learning Options at learningoptions@k12.wa.us or 360-725-6229.