



The Alternative Learning Department,
Office of Superintendent of Public Instruction

Alternative Learning Experience (ALE) Guide to Data Reporting

Prepared by:

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SUMMARY

Reporting data to the state is an essential component of all Alternative Learning Experience (ALE) schools and programs. Reporting is what draws student funding, tracks enrollment demographics, and documents outcomes. The state level reporting requirements for ALE programs can be broken down into three main categories: enrollment reporting for state funding, CEDARS reporting, and year end reporting. In this guide you will find an overview of these three categories in addition to information on the specific reporting requirements.

*Online programs may have additional reporting requirements not included here. Information for online programs can be found in the [online learning guide](#) under the data reporting section.

This information is accurate as of September 2018 and is subject to change.

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Reporting Quick Guide

Enrollment Reporting for State Funding – Monthly

CEDARS Reporting – Monthly

- All CEDARS data files
- CEDARS data elements unique to ALE
 1. Residency Information
 2. Teacher Information
 3. ALE course type
- CEDARS data elements unique to Online
 1. Online Course Designation

Year End Reporting – Annually by August 31

Enrollment Reporting for State Funding

The Basics

- ❖ Who: This data is typically entered by a registrar and/or district business office.
- ❖ Where: EDS New Enrollment P223 and EDS SAFS ALE applications.
- ❖ When: Monthly.
- ❖ Why: P223 is the method through which ALE programs are funded. SAFS ALE restates the P223 enrollment by ALE program and student's home district.
- ❖ What: Per section 9 (a) of [WAC 392-121-182](#), school districts with courses that qualify as Alternative Learning Experience (ALE) are required to report their ALE enrollment headcount and full-time equivalent (FTE) enrollment to OSPI.

Details, instructions, and resources on enrollment reporting for state funding can be found in the annual enrollment reporting handbook. The handbook is a reference manual for reporting enrollment to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI).

The current enrollment reporting handbook can be found on the SAFS website at <http://www.k12.wa.us/SAFS/default.asp>.

More Information

Contact

School Apportionment & Financial Services (SAFS)

Becky McLean, Enrollment Reporting Supervisor

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Comprehensive Education Data and Research System (CEDARS) Reporting

The Basics

- ❖ Who: This information is entered into a district student information system (SIS) by a registrar, office manager, or program specialist assigned to this task. This information, entered into a district SIS system is included in the district CEDARS submission. Each district has a data security manager who has knowledge of this transfer of information.
- ❖ Where: District student information system and CEDARS system.
- ❖ When: At a minimum, as required under WAC 392-117-038 and as described in the CEDARS data manual, districts are required to submit data for all their students to CEDARS at least once a month between October and June of each school year.
- ❖ Why: This reporting allows schools and programs to be in compliance with state law and allows Washington State to be in compliance with federal reporting requirements. Moreover, this data provides both the district and OSPI the opportunity to track students participating in ALE, identify successes and challenges in the ALE model, and make data-informed decisions on how to better support programs and students.
- ❖ What: All CEDARS data files are required for ALE students and teachers. In addition, there are required CEDARS elements unique to ALE students and teachers as described in Section 9 of [WAC 392-121-182](#). These additional elements are outlined below.

Required CEDARS Elements Unique to ALE

The information below explains data that is unique to students served in ALE. This data is captured in a district SIS system and is then included in the district submission to CEDARS. Each section includes the CEDARS data file and specific elements for which data is submitted.

ALE Student Residency Information – Monthly

Per section 9(a) of [WAC 392-121-182](#), schools and programs offering Alternative Learning Experience (ALE) courses or course work must gather and record information about the resident and serving districts of all students in their SIS system. This data is submitted to CEDARS District Student File (B), Elements B02 – Serving County District Code and B03 – Home County District Code.

ALE Teacher Information Reporting – Monthly

Per section 9(c) of [WAC 392-121-182](#), schools and programs offering Alternative Learning Experience (ALE) courses or coursework must gather and record teacher information in their SIS or human resource system. This data is submitted to CEDARS Staff File (F).

Contracted teacher information must also be entered according to the SAFS personnel reporting instructions for S-275. Information on personnel reporting via the S-275 can be found on the School Apportionment and Final Services (SAFS) website at <http://www.k12.wa.us/safs/INS/PER/1718/ph.asp>.

ALE Course Type – Monthly/As Needed

Per section 9(d) of [WAC 392-121-182](#) and [RCW 28A.300.500](#), every school or program offering Alternative Learning Experience (ALE) courses or coursework must record this information in their SIS system.

Student Schedule. All courses that qualify as Alternative Learning Experience (ALE) courses are required to be assigned and recorded in the district SIS. Courses that meet the definitions and compliance outlined in [RCW 28A.232](#) and [WAC 391-121-182](#) qualify as ALE.

- ALE Course Type O – Online
- ALE Course Type U – Site based course where the written student learning plan requires less than weekly in-person instructional contact time
- ALE Course Type T – Site based course where the written student learning plan requires regular weekly in-person instructional contact time
- ALE Course Type R – Remote

This data is submitted to CEDARS Student Schedule File (E), Element E09 – ALE Course Type.

Student Grade History. All courses that qualify as Alternative Learning Experience (ALE) courses are required to be assigned and recorded in the district SIS. Courses that meet the definitions and compliance outlined in [RCW 28A.232](#) and [WAC 391-121-182](#) qualify as ALE.

- ALE Course Type O – Online
- ALE Course Type U – Site based course where the written student learning plan requires less than weekly in-person instructional contact time
- ALE Course Type T – Site based course where the written student learning plan requires regular weekly in-person instructional contact time
- ALE Course Type R – Remote

This data is submitted to CEDARS Student Grade History File (H), Element H27 – ALE Course Type.

Required CEDARS Elements Unique to Online Courses

Online Course Designation – Monthly/As Needed

Online course designations are required whether or not a course is provided via ALE.

Course Catalog. If a program or school offers courses that meet the definition of online, per [RCW 28A.250](#) and [WAC 392-502](#), information designating a course as online must be recorded in the district SIS for each course. This data is submitted to CEDARS Course Catalog File (D), Element D07 – Course Designation Code.

Student Grade History. All courses, including those that meet the definition of an online course, must be recorded in the district SIS. This data is submitted to CEDARS Student Grade History File (H), Element H13 – Course Designation Code, with the “Online” Course Designation.

Common Questions

Transfer Credits

All district funded courses should be recorded into the district SIS for each course and submitted to CEDARS student schedule and student grade history. District funded courses should not be recorded as transfer credits. The only exception is a district funded course taken through Running Start. In this case, the course must be reported as a transfer credit with the Course Designation code of R – Running Start.

If a student enrolls in and pays for a course independent of their district, this could be listed as a transfer credit in accordance with the district policy and procedure for accepting private transfer credits.

Contracted Instruction

The district remains responsible for all contracted courses including those through approved online course providers. All course catalog and accompanying staff information should be recorded into the district SIS and submitted to CEDARS.

Data for Online Courses

Online courses funded by the school district should be recorded in the district SIS and submitted to CEDARS in the same manner as other district courses.

More Information

More information about the CEDARS Data Manual can be found at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

For assistance in determining accurate course types, review the flowchart in Appendix A.

Contact

Alternative Learning Department, OSPI

Phone: (360) 725-6058

Email: ALDInfo@k12.wa.us

Contact

CEDARS Customer Support, OSPI

Phone: 1-800-725-4311 or 360-725-6371

E-mail: customersupport@k12.wa.us

Year End Reporting

The Basics

- ❖ Who: Program level designee with access to the School Apportionment & Financial Services (SAFS) application in the Education Data System (EDS).
- ❖ Where: SAFS application in the Washington State EDS system and via email to the Alternative Learning Department.
- ❖ When: Annually, due August 31.
- ❖ Why: In addition to information on substantially similar expenditures or services, this annual report provides information related to compliance as well as program demographics over the course of the academic year.
- ❖ What: Per section 9(b) of [WAC 392-121-182](#), each school or program offering Alternative Learning Experience (ALE) courses or coursework must submit an annual report to the Superintendent of Public Instruction detailing the costs and purposes of any expenditures related to section 6(h)(i) of [WAC 392-121-182](#) along with the substantially similar experiences or services made available to students enrolled in the district's or charter school's regular instructional program. OSPI will open this report annually with a due date of August 31.

Current Year End Report Questions

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](#)? (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 dates provided? Totals for each date must equal 100% or 0%. Refer to the definition of classifications found below the table. (Enter whole numbers without percentage mark, decimal point, or decimal number.)

	First day of class for school year	February 1	Last day of class for school year
Online Courses			
Remote Courses			
Site-Based Courses			

“Online courses” are ALE courses or grade-level course work (for K-8) where:

- More than half of the course content is delivered electronically using the internet or other computer-based methods;
- More than half of the teaching is conducted from a remote location through an online course learning management system or other online or electronic tools;
- A certificated teacher has the primary responsibility for the student’s instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
- Students have access to the teacher synchronously, asynchronously, or both.

“Remote courses” are ALE courses or grade-level course work (for K-8) where the course:

- Is not an online course; and
- The written student learning plan for the course does not include a requirement for in-person instructional contact time. No minimum in-person instructional contact time is required.

“Site-based courses” are ALE courses or grade-level course work (for K-8) that:

- Is not an online course; and
- The written student learning plan for the course includes a requirement for in-person instructional contact time.

3. District Certificated Instruction. What is the total FTE of certificated teachers employed by the school district assigned to the ALE program? (Enter a number with two decimal places.) If you are unable to get FTE information on district certificated staff, you can calculate it using this method:

- Add the total number of estimated weekly learning hours for courses on all students’ Written Student Learning Plans where the teacher is identified as responsible for the course.
- Divide by 750. The 750 represents 30 (typical classroom size) x 5 (# of classes per day) x 5 (# of days per week) = 750.

- For example, if you had 30 students who all had WSLPs with 25 estimated weekly hours, the FTE would be 1.0 (30 students * 25 hours) / 750 = 1.0 FTE
4. Assessment Participation. What percentage of eligible students did not participate in required ELA and Math statewide testing? (Enter a whole number without percentage mark, decimal point, or decimal number.)
 5. Purchased Services. Yes or no, did the program purchase or contract for instructional or co-curricular services or activities included in ALE written student learning plans? (Online courses or online courseware are not considered a service or activity and do not need to be reported.) If yes, a 'Substantially Similar' report is required.

More Information

To assist programs in self-assessing compliance with substantially similar requirements, a self-check compliance tool can be found on the Alternative Learning Department website at <http://www.k12.wa.us/ALD/AlternativeLearning/default.aspx>.

To assist programs in preparing a substantially similar report, a copy of the template can be found on the Alternative Learning Department website at <http://www.k12.wa.us/ALD/AlternativeLearning/default.aspx>.

Contact

Alternative Learning Department, OSPI

Phone: (360) 725-6058

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Questions

Please direct questions regarding reporting to one of the departments listed below.

Alternative Learning Department (ALD)

Phone: (360) 725-6058

Email: ALDInfo@k12.wa.us

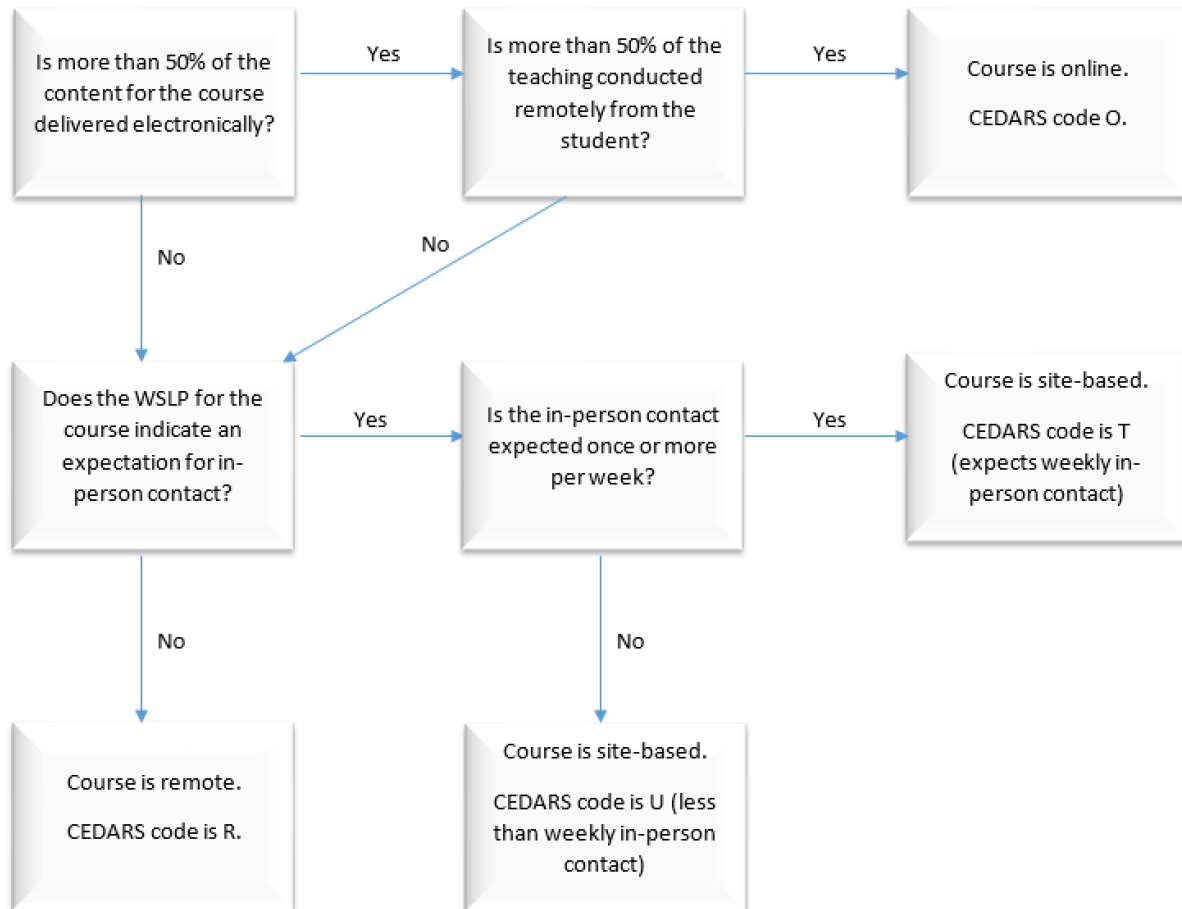
School Apportionment & Financial Services (SAFS)

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Appendix A: Course Type Flowchart



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