OSPI Alternative Learning Department
Chris Reykdal, State Superintendent

Every student ready for career, college, and life

2018-2019 ALE Year End Report Guidance

Any school district claiming ALE enrollment is required to submit an ALE Year End Report. This report is now available for districts that reported ALE enrollment during 2018-19. The deadline to submit your report is **August 31, 2019**.

Changes to the 2018-19 ALE Year End Reporting

1. No changes have been made to the questions listed in the SAFS ALE application.
2. The excel file available for download regarding purchased services has been updated with the current school year and accurate links to resources.
3. Per WAC 392-121-182, two additional data points will be collected from schools and programs who claimed Full-day Kindergarten (FDK) enrollment during the 2018-19 school year. Schools/programs who claimed FDK enrollment will be required to complete both the SAFS ALE application, and a Survey Gizmo with the two questions below. The Alternative Learning Department will be sending the Survey Gizmo link to applicable schools/programs directly, by July 2019.
   a. What was the annual headcount of students claimed as Full-day Kindergarten during the year? (Reminder: Full-day Kindergarten means any kindergarten student claimed above 0.5 FTE for any month during the 2018-19 school year.)
   b. What was the headcount of students claimed as Full-day kindergarten who participated in the WaKIDS assessment during the assessment window?

Accessing the SAFS ALE Year End Report

The 2018-19 ALE Year End Report can be found on the School Apportionment and Financial Services (SAFS) ALE application, which is located in the EDS system. For access to this report, the user must have the EDS "SAFS District ALE User" or "SAFS District ALE Submitter" roles. Contact your District EDS Security Manager to be assigned one of these roles. If you are unable to identify your District EDS Security Manager, click here for a statewide list, or contact the OSPI Student Information Department for assistance.

To access the SAFS ALE application, log into EDS, select "SAFS" from your list of applications, and click on "ALE" found on the top light green bar. Next, click on "ALE Year End Reporting"' on the second light green bar. Select the magnifying glass next to the ALE program name. You will be completing a separate report in the SAFS ALE application for each of your district's ALE programs.

SAFS ALE Report Guidance

1. Contracted Instruction 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 2018-19 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 Guidance.

- The intent of this question is to get information on the course types offered by a program during the school year.
- For this question, report the percentage of ALE courses by classification of "online", "remote", or "site-based" based on the active courses on program's first school day, February 1, and the program's last school day.
- 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 guidance section of the Alternative Learning Department website.
- Totals for each date should equal 100% or 0%.
- Enter whole numbers without percentage mark, decimal point, or decimal number.
- Note that course type definitions will change for the 2018-19 school year. Continue to use the current definitions for the purpose of this end-of-year report. ALE schools/programs should be prepared to begin classifying courses based on the new definitions beginning with the 2018-19 school year. For information on the new course type definitions, please visit the Alternative Learning Department website.

3. District Instruction 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 2018-19 found at http://www.k12.wa.us/BulletinsMemos/Bulletins2018/B113-18Attach1.pdf for more information.
- This information may be used to calculate a student-to-teacher ratio for your program.

4. Assessment Participation 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 did not 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:
  o A student eligible to take the ELA SBAC attempted the assessment.
  o A student eligible to take the Math SBAC attempted the assessment.

- o A student eligible to take both the ELA and Math SBAC attempted each of the assessments.
- Enter a whole number without percentage mark, decimal point, or decimal number.

5. Purchased Services Guidance.

- Per WAC 392-121-182, ALE programs are required to report, on an annual basis, any costs and purpose of purchased services or activities provided to their ALE students. Additionally, ALE programs must show how these purchases are substantially similar to those provided for students in the traditional classroom.
- The intent of this question is to identify the type and amount of services purchased by an ALE program, in addition to ensuring any services are substantially similar to those offered in the regular or non-ALE environment.
- 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" in Section V must complete the "Substantially Similar Spreadsheet". To do this:
  - o Click on the 'Substantially Similar Spreadsheet' and download the Excel spreadsheet.
  - o Complete the spreadsheet and save to your computer.
  - o Because there is no longer an upload feature within the SAFS ALE system, reports are only be submitted via email. Attach your completed spreadsheet to an email and send to the Alternative Learning Department at ALDInfo@k12.wa.us.

Submitting the SAFS ALE Year End Report

Programs can save partial responses to their report. Once all the ALE programs in your district have entered and saved their responses for each section, submit your district's ALE Year End Report by hitting the 'Submit to OSPI' button. To see the "Submit to OSPI" button, you must have the EDS role of "SAFS District ALE Submitter". Contact your District Security Manager to obtain this role.

If your district has an ALE program(s) with no enrollment for the current school year, put zeros in the Sections I, II, III, and IV and answer "No" in Section V in order to submit your report.

If you need to add or delete schools to your SAFS ALE application, contact Becky McLean, OSPI Enrollment Reporting Supervisor.

Revisions to SAFS ALE Report

If you have submitted your report but need to revise it, please email Becky McLean at Becky.McLean@k12.wa.us or the Alternative Learning Department at ALDInfo@k12.wa.us.

Questions

Contact the Alternative Learning Department at ALDInfo@k12.wa.us or 360-725-6229.