2019-20 ALE Year End Report

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 2019-20. The deadline to submit your report is **August 31, 2020**.

Changes to the 2019-20 ALE Year End Reporting

1. The two questions regarding Full-day Kindergarten have been moved from the Survey Gizmo format into the SAFS ALE application. These are now questions five and six in the SAFS ALE.
2. The excel file available for download regarding purchased services has been updated with the current school year and contact information.

Accessing the SAFS ALE Year End Report

The 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

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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.
- **If course type offerings were impacted due to COVID-19 during the spring of 2020, enter zeros in the column titled "last day of class for school year" on the 2019-20 report.**
- 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 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 more information on calculating staff FTE.
- This information may be used to calculate a student-to-teacher ratio for your program.

4. Assessment Participation Guidance.

- **COVID-19 impacted the spring administration of state assessments. Because the SBAC was cancelled for the spring of 2020, programs may enter a zero for this question for their 2019-20 report.**
- 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.

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- 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. Full-day Kindergarten Enrollment 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.
- Please enter a whole number.
- 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 Assessment Participation Guidance.

- The intent of this question is to determine how many of the full-day kindergarten 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?
- Please enter a whole number.
- 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 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.

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- 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:
  - Click on the 'Substantially Similar Spreadsheet' and download the Excel spreadsheet.
  - Complete the spreadsheet and save to your computer.
  - 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, IV, V, VI and answer "No" in Section VII 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.

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