



State of Alaska
 Department of Education and Early Development
 Correspondence Program - Self Study: *Administrative*

School District:

Date of Review:

Program Name:

Person Completing this Form:

Position:

The term "Parent" in this document refers to parent, legal guardian or other legally responsible party.

"*" - Comments

	Yes	No	NA	*
PURPOSE (4 AAC 33.410)				
1. Does the district have minutes verifying the board's approval of curriculum?				
2. Does the district have evidence that the materials are aligned to state standards?				
DEPARTMENT APPROVAL (4 AAC 33.420)				
1. Has the district completed a Statement of Assurances noting any changes in the program since the initial start of a correspondence program?				
CORRESPONDENCE PROGRAM REQUIREMENTS (4 AAC 33.421)				
1. Is there evidence the district trains staff regarding unapproved advocacy issues?				
2. Does the correspondence program meet assessment participation rate requirements?				
3. Does the district meet requirements for providing a secure testing environment (plan, standing operating procedures, agreements, etc.)?				
4. Does the district meets requirements for the administration of testing (plan, standing operating procedures, agreements, etc.)?				
5. When applicable, do agreements made with other entities concerning the administration of testing for correspondence students meet regulatory requirements?				
6. Does the correspondence program have an open enrollment policy?				
7. Does the correspondence program have contracts or agreements with private individuals for tutoring, and if so, do they meet regulatory compliance?				
FUND ACCOUNTS (4 AAC 33.422)				
1. Does the district use fund accounts for correspondence instructional expenses?				
2. Does the district have a policy in place concerning the use of fund accounts and does this policy comply with regulatory requirements?				
3. Does the district provide information to parents concerning non-consumable materials?				
4. Does the district have a method of tracking district property in the possession of parents?				
5. Are district policies concerning the disposition of district materials related to correspondence program students/parents appropriate and serve the public interest?				
6. The district does NOT use fund accounts to supplant district funds. Is this correct?				
7. The district does NOT use fund accounts to pay for special education. Is this correct?				
8. Is there a list of preauthorized items identified by the district and, if so, does it comply with appropriate and allowable expenses in accordance with 4 AAC 33.405-4 AAC 33.490?				
ENROLLMENT OF STUDENTS (4 AAC 33.430)				
1. Is course information from other educational institutions (public or private) sufficient to support the identification of substantially similar courses?				
ENROLLMENT OF SPECIAL EDUCATION STUDENTS (4 AAC 33.432)				
1. Special education students are enrolled the same as any other student. Is this correct?				
2. There is no evidence special education students are "counseled out", exited inappropriately or otherwise not served. Is this correct?				
3. Does the district Child Find plan include the correspondence program?				
4. Is there clear identification of the district responsible for providing special education and/or related services?				
5. Are agreements concerning special education/related service supports appropriate and in accordance with regulations?				

REPORTING CORRESPONDENCE & PART-TIME STUDENTS ([4 AAC 33.440](#))

<i>1. Has the district provided required student count information, including correspondence program students and done so in an acceptable format?</i>				
<i>2. Does the district's submitted report identify correspondence program enrollment of out-of-district students, listed by district of residence?</i>				

Comments: