

MEMORANDUM

To: School Superintendents and Principals
Alternative Education Contacts

From: Kimb Stewart, Alternative Education Specialist
Office of Student Services

Date: April 27, 2018

Re: Alternative Education Grant Renewal

The 2018-2019 Alternative Education Grant Renewal Application is now available at: <https://www.iub.edu/~intell/survey/AE2018/protected/admin.php>. You will need approximately 30 minutes to complete the renewal application. To begin the renewal, enter the username “educator” and password “renewal.” Select your school corporation, then select the program you want to complete, then click “Start the Survey.”

On the following page, update the contact information and information about participating school corporations, print the assurances page, then click the “Start the Survey” button at the bottom of the page. After each additional section you will have the ability to “Save and Finish Later” or “Continue.” Once all the renewal grant information has been completed, click “Submit”. If an error message appears, correct the item, and click “Submit” again.

When the renewal information has been submitted, the “Assurances” page needs to be printed and signed by the superintendent. If you have multiple programs, an assurances page needs to be submitted for each program. The school corporation and program name appear at the top of each assurances page. The assurances page may be submitted via email or mailed to my attention at kstewart@doe.in.gov or Kimb Stewart, Alternative Education Specialist, Indiana Department of Education, 115 W. Washington Street, South Tower, Suite 600, Indianapolis, IN 46204.

The Grant Renewal Application must be submitted and the assurances page received by Friday, June 29, 2018. If the renewal is not complete and/or the assurances are not received, the program will not be approved for renewal. If not approved, your program will have to go through the new program approval process again.

In addition to completing the renewal application, currently approved alternative education programs need to submit participation data for the 2017-2018 school year through the STN Application Center. The data layout and reporting requirements are available by clicking on the DOE-AL link on the Data Collection Help page at

115 W. Washington Street ■ South Tower, Suite 600 ■ Indianapolis, Indiana 46204

317.232.6610 ■ www.doe.in.gov



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

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<https://www.doe.in.gov/it/data-collection-help>. The required collection period will be from Monday, May 14, 2018 through Friday, July 13, 2018.

If you have any questions, please contact Kimb Stewart at (317) 232-0957 or email kstewart@doe.in.gov. If you have technical issues with the grant renewal, you may contact Young Chang via email at yichang@indiana.edu or (317) 278-0280.