

MEMORANDUM

To: Public School Superintendents and Principals
Alternative Education Contacts

From: Kimb Stewart, Alternative Education Specialist
Melissa Blossom, Director of School Improvement

Date: August 14, 2020

Re: Alternative Education Grant Renewal

The 2020-2021 Alternative Education Grant Renewal Application is currently open through Friday, October 9. You may access the grant renewal at: <http://indianaalternativeeducation.org/>. This year there are three links you may use to submit your grant renewal. The most secure link is the first one on the new landing page, "2020-21 Alternative Education Grant Application Page". If that link does not work, you may try the "Alternative Link for 2020-21 Alternative Education Grant Application Page". In testing the new, more secure grant renewal we found that some school firewalls will not allow access to the first link. Before you proceed to the final link, which opens a Word document that does not contain any prior year information, reach out to Young Chang at contact@indianaalternativeeducation.org to address any access issues.

You will need approximately 30 minutes to complete the renewal application. To begin the renewal, click the "2020-21 Alternative Education Grant Application Page" link. You will be prompted to enter the username "educator2020" and password "renewal2020". Select your school corporation, then select the program you want to complete, then click "Start the Survey". If you have questions issues with the pre-populated lists, contact Kimb Stewart at kstewart@doe.in.gov.

After selecting your school corporation and program name, 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(s) noted and click "Submit" again.

If you are making significant programmatic changes in your 2020-2021 Alternative Education Grant, contact Kimb before submitting the renewal to determine if the changes can be incorporated into the renewal or if they should be submitted in a new program proposal. In general, adjustments made necessary by COVID-19 will not

require a new proposal. The grant renewal should reflect any programmatic adjustments and note that they are for the 2020-2021 academic year and the changes are necessitated by COVID-19.

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 should be submitted **via email** to kstewart@doe.in.gov. Please **do not send** the assurances page(s) via postal mail this year. IDOE is in the process of moving offices and emailing the assurances is a much better way to ensure they are received in a timely manner.

The Grant Renewal Application must be submitted and the assurances page received by Friday, October 9. 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 order to be eligible for reimbursement for the 2020-2021 academic year.

Technical questions about the grant renewal should be sent to Young Chang at contact@indianaalternativeeducation.org. Programmatic questions about Alternative Education or the grant renewal should be sent to Kimb Stewart at kstewart@doe.in.gov or (317) 232-0957.