

MEMORANDUM

To: School Superintendents and Principals
Alternative Education Contacts

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

Date: May 31, 2019

Re: Alternative Education End of Year Reporting

Grant Renewal

The 2019-2020 Alternative Education Grant Renewal Application will open on Monday, June 3, 2019, and remain open through Friday, September 13, 2019. You may access the grant renewal at: <https://www.iub.edu/~intell/survey/AE2019/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 of 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, the 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. You do not need to send the assurances page(s) via mail this year.

The Grant Renewal Application must be submitted and the assurances page received by Friday, September 13, 2019. 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 need to go through the new program approval process again.

DOE-AL

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 under the “Find It Fast” heading on the IDOE Alternative Education page at this [link](#). The required collection period opened Monday, May 13, 2019, and will remain open through Friday, July 12, 2019.

FTE Report

In order to distribute alternative education funds in a timely manner, the Indiana Department of Education (IDOE) will collect Alternative Education Grant Full-Time Equivalent (FTE) Student reports from Monday, June 3, through Friday, August 17. The timeline covered by this report is the academic year from July 1, 2018 through June 30, 2019. If your school corporation had an approved alternative education program during the 2018-2019 school year, and wishes to request alternative education funds, an FTE Report must be submitted by Friday, August 16. Only school corporations that are fiscal agents for alternative education programs need to complete the report. The alternative education disbursement will occur by September 1.

The FTE Student Report is posted via DOE Online at: <https://altd.doe.in.gov/>. Directions for completing the report can be accessed at this [link](#). Once the report has been submitted and has received the superintendent’s sign-off through the online portal, the FTE Student Report is complete. You do not need to print or send a copy to IDOE.

If you have any questions, please contact Kimb Stewart at (317) 232-0957 or email kstewart@doe.in.gov.