

MEMORANDUM

TO: Superintendents and Alternative Education Contacts

FROM: Kimb Stewart, Alternative Education Specialist

DATE: March 8, 2019

SUBJECT: DOE-AL Report

All approved alternative education programs must submit actual participation data for SY 2018-2019 to the Indiana Department of Education (IDOE) through the [STN Application Center](#). Please contact your STN site administrator for assistance. The data layout and reporting requirements are available by clicking on the following link for the [Data Reporting Help](#) page. On the help page you will be able to locate the DOE-AL Layout. The required collection period will be open from Monday, May 13, 2019, through **Friday, July 12, 2019**.

During the collection period, you are required to submit the file to the **Application Center**, review the processing results of the data transfer, and review the report found under **Data Verification**. If there are any errors or inaccuracies, you may correct the data and transmit the file again until the end of the collection period. For joint programs, only the school corporation that is the fiscal agent for the grant submits the report. If you encounter any difficulties submitting your report, or if you have any questions, please contact Jason Stephens, Data Specialist, at 317-232-0808 or email via jstephens@doe.in.gov.

If you are developing a new alternative education program, the “New Program Proposal” is available on the [IDOE Alternative Education Webpage](#) under “New Program” in the links near the bottom of the page. To be considered for approval for SY 2018-2019, your application needs to be submitted by **Friday, May 10, 2019**. This will allow for time to review the application, ensure that the program is eligible for funding, and grant provisional approval, as appropriate. If you have any questions please contact me at 317-232-0957 or email at kstewart@doe.in.gov.

Kimb Stewart
Alternative Education Specialist
Indiana Department of Education