

MEMORANDUM

TO: Superintendents and Alternative Education Contacts

FROM: Kimb Stewart, Alternative Education Specialist

DATE: May 1, 2020

SUBJECT: DOE-AL Report

All approved alternative education programs must submit actual participation data for SY 2019-2020 to the Indiana Department of Education through the [STN Application Center](#). Please contact your STN site administrator for assistance. The data layout and reporting requirements are available by clicking on this link to the Indiana Department of Education [Data Reporting Help](#) page. On the Data Reporting Help page, click “Data Layouts”. The DOE-AL is near the top of the list.

The required collection period will be open from **Friday, May 1 through Tuesday, June 30**. The submission dates have been moved up on the calendar by about two weeks this year; please note the new timeline.

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.

Information about additional Alternative Education end of year reporting, including the Full Time Equivalency (FTE) Report for the 2019-2020 academic year and Alternative Education Grant Renewal for the 2020-2021 school year will be forthcoming. It is important to note now, however, that in order to receive Alternative Education FTE funding for the 2019-2020 academic year, programs must have submitted a 2019-2020 grant renewal, the DOE-AL, and an FTE Report for the 2019-2020 academic year. Questions about funding eligibility should be directed to Kimb Stewart, Alternative Education Specialist, at kstewart@doe.in.gov or 317-232-0957.