

**Alternative Education Programs (DOE-AL)
Reporting Year 2018-2019**

08.08.18

Why the Data is Reported

This data is collected to fulfill data requirements on students in Alternative Education Programs for the 2018-2019 school year with the following Indiana statutes.

- IC 20-20-33 – Alternative Education Program Grants
- IC 20-30-8 – Alternative Program for Certain Students

What the Data Impact

- ✓ The data is used to support established alternative education programs and to assist school corporations creating new alternative education programs.
- ✓ State Alternative Education Funding

Audience

This is a required collection for:

- ✓ Public schools (Traditional and Charter) that are the fiscal agents for approved Alternative Education Programs.

Collection Phase:

COLLECTION PHASE BEGINS	COLLECTION PHASE ENDS	TRANSFER AVAILABILITY OR NOTES
May 13, 2019 @ 8:00 a.m. EDT	July 12, 2019 @ 4:00 p.m. EDT	Data Transfer, Input Forms, Reports and Sign-Off Available

When a collection closes and the data are considered final by the state, no corrections or additions are allowed.

Read This – Important Information

- **NEW:** Field 8 – Date Student Exited Program
 - ✓ Exit date must fall within the 7/1/2018 to 6/30/2019 date range
- **NEW:** Field 9 – Time Student Attends Alternative Program
 - ✓ Identify time of day student attends the alternative program (morning, afternoon, evening) ✓
Students may be identified with multiple times
- Report multiple AL records with different entry dates and exit dates for any student enrolled and receiving instruction during different date ranges.
- Report data for all students enrolled and receiving instruction **for at least 10 consecutive days** in an [approved alternative education program July 1, 2018 through June 30, 2019 regardless of the student's corporation of legal settlement.](#)

Instructions

- The required data can be collected, combined into a file and submitted to the Department of Education through the STN Application Center.
- Multiple records per student are accepted.
- The file may be of any of the formats contained in this document and must contain all the fields in the order described.
- Data may also be submitted via the input form available in the STN Application Center under Data Transfer > Input Forms Alternative Education

Where to Report

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STN Application Center: <https://appcenter.doe.in.gov>

Alternative Education Programs Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	Corporation Number	4	State-Assigned Corp ID of the reporting corporation. Required Field: YES	This is the Corp ID of the fiscal agent for the program.
2 B	Program Number	3	State-Assigned Alternative Education Program number Allowable Values Are: 1-200 Required Field: YES	Each alternative education program offered by the corporation is assigned a program number upon approval from the Alternative Education Specialist. See Reference List
3 C	STN Number	9	Official Student Test Number (STN) assigned to student. STN Number must already exist in the STN Lookup. Required Field: YES	Multiple records for the same STN are accepted. (An additional record submitted with the same STN will not replace the initial record unless Field 7 "Entrance date" is the same.)
4 D	Grade Level	2	What is the grade level of the student when entering the program for the current school year? Allowable Codes Are: 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 Required Field: Yes	Grade level of the student should be the same grade level as determined by the sending corporation or school. Fifth-year seniors should be reported as Grade 12.

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5	Eligible Student	1	<p>What is the primary reason for eligibility in the alternative education program?</p> <p>Allowable Codes Are: 1-5 1 = Student intends to withdraw or has withdrawn before graduation. 2 = Student has failed to comply academically and would benefit from instruction offered in a manner different from instruction available in a traditional school. 3 = Student is a parent or an expectant parent and is unable to regularly attend the traditional school program. 4 = Student is employed and employment is necessary for the support of the student or student's immediate family and/or interferes with a part of the student's instructional day.</p>	<p>The student is eligible for reimbursement funding based upon one of these five categories.</p> <p>Report only one category for the student per record. Multiple records are accepted for a student that enters and exits the program in the same school year. Eligibility may be reported as the same or may be reported different for each entrance. Report the accurate eligibility reason for each record.</p>
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E			<p>5 = The student is a disruptive student (as defined in IC 20-30-82).</p> <p>Required Field: Yes</p>	
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6	Outcomes	1	<p>What outcome did the student attain?</p> <p>Allowable Codes Are: 0-4 and 6-9</p> <p>0 = Deceased 1 = Earned High School Diploma 2 = Attained the goals identified in the student's Individual Service Plan (ISP). 3 = Made satisfactory progress toward goals identified in the ISP. 4 = Did not make satisfactory progress toward goals in their ISP but remained in the program. 6 = Transferred/returned to other school setting <u>prior</u> to completing the alternative education program. 7 = Dropped out of alternative education program, not returning to any educational setting. 8 = Expelled from alternative education program, not returned to any educational setting. 9 = Incarcerated</p> <p>Required Field: Yes</p>	<p>Report only one outcome (most accurate) for the student per record. Multiple records are accepted for a student that enters and exits the program in the same school year. Outcomes may be reported as the same or may be reported different for each exit. Report the accurate outcome reason for each record.</p> <p>See Memo regarding Reporting Program Outcome Data (listed in References below) for additional information</p> <p>Code 5, formerly used for HSE Outcome, is no longer an allowed code.</p>
F				
7	Date Student Entered Program	8 or 10	<p>What is the date the student entered the alternative program?</p> <p>Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where MM = Month (01-12) DD = Day (01-31) YYYY = Year (2017-2018)</p> <p>Required Field: Yes</p>	<p>Dates will be checked to ensure valid calendar dates. For the current collection, dates from 07/01/2018 to 06/30/2019 are allowed.</p> <p>A complete record for each entry date for students entering multiple times during the school is required.</p>
G				
8	Date Student Exited Program	8 or 10	<p>What is the date the student exited the alternative program?</p> <p>Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where MM = Month (01-12) DD = Day (01-31) YYYY = Year (2017-2018)</p> <p>Required Field: Yes</p>	<p>Dates will be checked to ensure valid calendar dates. For the current collection, dates allowed are 7/1/2018 to 6/30/2019 are .</p> <p>Students entering multiple times during the school year will require an exit date for each entry. A complete entry/exit record is required for each time a student enters and exits the program.</p>
H				
9	Time Student Attends Alternative Education			

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I	Program	<p>What time does the student attend the Alternative Education Program?</p> <p>Allowable Codes Are: 1 – 3</p> <p>1 = Morning 2 = Afternoon 3 = Evening</p> <p>Required Field: Yes</p>	<p>Indicate when the student attended the Alternative Education Program (morning, afternoon or evening).</p> <p>Students may be reported with multiple codes to accurately report the amount of time a student attends the program.</p> <p>Example: Student attends Morning and Afternoon – report 12. Student attends Morning and Evening – report 13.</p> <p>Students with Multiple Times: Do NOT include commas or other characters.</p>
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Example Data File Formats

The following section contains example data files in the allowed comma delimited and XML formats.

Comma Delimited Format

8800,01,880006001,10,4,1,08/20/2018,05/15/2019,12

XML Format

```
<XIF_ALData>
  <Corporation Id="8800">
    <Program Id="3">
      <Student STN="999999999">
        <SchoolUse Grade="11" />
        <AlternativeEducation>
<Entered EligibleStudent="1" Outcomes="2" DateEntered="07/01/2017" DateExited="09/01/2017" ProgramTime="1" />
        </AlternativeEducation>
      </Student>
      <Student STN="8800107006">
        <SchoolUse Grade="10"/>
        <AlternativeEducation>
          <Entered EligibleStudent="3" Outcomes="4" DateEntered="01/01/2018"
DateExited="09/01/2018" ProgramTime="2"/>
          <Entered
EligibleStudent="4" Outcomes="2" DateEntered="03/01/2018"/>
        </AlternativeEducation>
      </Student>
    </Program>
  </Corporation>
</XIF_ALData>
```

Reporting Students

- ❖ To submit data for a few records, use the Input Form (Data Transfer > Input Forms > Alternative Education Input).
- ❖ To submit a larger number of student records, submit via file transfer (Data Transfer > File Transfer > Alternative Education).
- ❖ A [preformatted Excel template](#) has been provided for your convenience to assist with creating a file for transfer. ○ If you choose to use the Excel spreadsheet, be sure to select the correct year and download a copy— rather than using it in a browser window—in order to access all features of this file.

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- ❖ Report students participating in an alternative program for more than one range of dates with multiple records for each date range (one record for each range of dates). Each record will require an entry and exit date for the days the student is enrolled in the alternative program.
- ❖ Report ONLY students for which one of the Eligible Student categories in Field 5 apply. These categories are based on the regulations governing placement and reimbursement. [\(IC 20-30-8-10\)](#)
- ❖ ALL students in a joint program should be reported by the one corporation that is fiscal agent for that alternative program or school; no matter if the student is from another school corporation.
- ❖ Students leaving the alternative program prior to completion for a homebound setting; report the student with Outcome Code 6 (field 6) IF the school continues to provide services.
- ❖ Students leaving the alternative program prior to completion to be home schooled; report the student with Outcome Code 6 (field 6) "Transferred/returned to other school setting prior to completing the alternative education program."
- ❖ Report 5th year Seniors as grade 12.
- ❖ Students who are enrolled in the program continuously for more than one year: Report only records for enrollment and attendance in the current reporting year.

Counting Students

- ❖ Students MUST BE ENROLLED in grades 6-12 to be included in the alternative education program and reported on the DOE-AL.
- ❖ Students enrolled in Alt Ed programs should **only be counted if they are working toward a high school diploma**. They are not counted if they are working toward the HSE – the HSE or new TASC has not been accepted toward graduation since 2012.
- ❖ Students must be enrolled in the alternative program for at least ten consecutive days. (Note that this is ten days of enrollment rather than ten calendar days.)
- ❖ Students enrolled more than once for ten or more days each time; the student would have multiple AL records with different entry and exit dates. Eligibility and Outcome codes could also be different each time.
- ❖ Students that began the year in an alternative program and then returned to the regular classroom and are now back in the alternative school; submit two records for those students.

General

- ❖ Security rights to the STN Application Center to submit Alternative Education data requires a password; please work with your local STN site administrator to set up an account and access.

References

- ✓ [Approved Alternative Education Programs](#)
- ✓ [State DOE Alternative Education information](#)
- ✓ [Annual DOE-AL Memo](#)
- ✓ STN Support <https://help.doe.in.gov/>

Document Change History

The following section contains a history of changes made to the DOE-AL Data Layout.

Version Number	Change History
08.08.18	Added Read This Important Box on page #1
04.26.18	Added Field 8 – Date Student Exited Program Added Field 9 – Time Student Attends Alternative Education Program Updated submission dates

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	Updated instruction to include exit dates
Start of 2018-2019 Collection	
02.26.18 11.01.17	Updated link for AL-Memp under reference section on page 4 Updated link for AL-Memo in field 6 notes on page 2 Updated Dates and Links for 2018 Collection
Start of 2017-2018 Collection	
02.03.17	Updated Approved Alternative Education Program Link Updated Application Center link
01.12.17	Updated Dates and Links for 2017 Collection
Start of 2016-2017 Collection	
04.15.16	Couple of corrections to text
07.07.15	Updated Collection Dates Updated Layout Format Added Impacts Add STN support to references
Start of 2015-2016 Collection	
01.02.15	Updated Dates and Links for 2015 Collection
Start of 2014-2015 Collection	