

On-site Monitoring for Alternative Education Programs Instructions for Programs with Provisional or Full Approval

All new Alternative Education programs with provisional approval will have an on-site monitoring visit conducted during the first semester of operation to determine if they should be granted full approval. Alternative Education Programs that have approved Renewal Grants will have periodic on-site visits. During the on-site visit, IDOE personnel look to ensure that the observed programming matches what was described in the New Program proposal or in the Renewal Grant.

1. Prior to the on-site monitoring visit:
 - The contact person identified in the grant will be contacted regarding a mutually agreeable date and time.
 - A rubric will be emailed to the program.
 - It is the responsibility of the program contact to notify alternative education teachers and other administrative staff that IDOE will be completing the on-site monitoring visit.

2. During the on-site visit, IDOE personnel look to ensure that programming matches what was described in the original application. The areas included in the on-site monitoring rubric are listed below. The site visit is also a time to discuss what is going well with the program and to share challenges. Staff will be happy to discuss best practices and to link you to other alternative educators or programs when appropriate.

Documentation: Programs can submit documents identified in the rubric prior to the on-site visit or hand documentation to the reviewer the day of the on-site visit.

Observation: Observation will be conducted during the actual site visit. IDOE personnel will want to spend at least 30 minutes observing the classes and, if it is not disruptive, to interact informally with students.

Compliance: IDOE staff will insure that the program is meeting the requirements of the legislation. Programs affirm that they are meeting these requirements each year in the Assurances Page of the Grant that is signed by the superintendent. The on-site visit is an opportunity for verification.

3. After the conclusion of the on-site monitoring visit, a Preliminary Site Visit Report will be emailed to the program contact. They will have seven (7) calendar days to review the report and comment in writing (email or letter). For each requirement that is NOT documented, the program will receive an 'Unsatisfactory' mark. In some cases, a failure to submit information may lead to the program being removed from the 'Approved' list of alternative education programs. A Final Site Visit Report will be issued within two (2) calendar months of the date of the visit and posted to the alternative education page of the IDOE website.