Oklahoma Alternative Education Program Approval and Review Process

The process for approving and reviewing Alternative Education programs in Oklahoma public schools helps ensure proper planning, development, and implementation of effective learning programs for at-risk students throughout the state.

Guidance for completing the application process can be found in the **Alternative Education Evidence Criteria Review**. The Oklahoma State Department of Education (OSDE) will use the evidence and documentation provided by the school districts to evaluate Alternative Education programs and schools for compliance with the requirements in state law. All documents must be submitted to the OSDE Office of School and Student Support, by September 1 of the current school year to receive Alternative Education funding the following school year.

Charter schools will need to provide written approval from their sponsoring organization confirming the sponsor's authorization for establishing an Alternative Education Program. Documentation provided must substantiate how students are screened for program eligibility.

The application and review process for Alternative Education Programs follows these steps:

1) **To be considered an Alternative Education program and receive associated funding, a program or school must demonstrate with evidence that it meets all of the criteria described in the [Alternative Education Criteria Evidence Review](#) from the OSDE Office of Student Support. For the sixteen (16) statutory criteria for an Alternative Education program, see [70 O.S. § 1210.268](#).**

2) If a district does not currently have an Alternative Education program, email Missy Corn to begin the application process and be assigned a specialist. ([missy.corn@sde.ok.gov;](mailto:missy.corn@sde.ok.gov) (405) 831-1242).

3) Representatives from the school district are required to attend an OSDE Alternative Education regional meeting.
   a) Representatives should include an Alternative Education director, a school counselor, and a district administrator.
   b) Dates of meetings and registration will be posted on the Alternative Education website (https://sde.ok.gov/alternative-education).

4) The school district will use the Alternative Education Criteria Evidence Review to provide written documentation evidencing the sixteen (16) Alternative Education program criteria.
   a) Each school district must upload documentation for evidence of the 16 criteria to the criteria specific folder provided by the specialist. Evidence of services provided in each of the 16 criteria must be submitted by Sept. 1 to be considered for funding the following school year.
   b) Once all documentation is provided, each school district must contact its specialist to notify the OSDE of completion.
   c) For **new** programs (those programs that have not previously received funding) a review of the provided evidence will be completed within (thirty) 30 days of receipt by OSDE. After the review, the specialist will perform an on-site audit of the 16 criteria by November 1st.
   d) For those programs currently receiving funding, the review of evidence will occur prior to their annual site visit. On-site evidence audits will occur according to the current review cycle.
   e) All Alternative Education Program documentation will be reviewed every year to verify continuing implementation of the 16 criteria for continued funding. Efficacy of implementation is reviewed every other year for support and improvement purposes through an on-site audit.

5) Next Steps for New Alternative Education Programs:
   a) If sufficient evidence is shown during the on-site audit, the Alternative Program will be added to the OSDE Single Sign-On (if not already a user) to complete the Alternative Education Implementation Plan.
   b) If sufficient evidence is not confirmed during the first on-site audit, the school district may request a second audit six (6) months after the initial on-site audit. Additional audits will occur (at the district's request) in 6-month intervals until sufficient evidence is provided of meeting the 16 criteria.

6) For those programs currently receiving funding, implementation plans (on OSDE Single Sign-On) must be completed by September 1. New programs will complete their implementation plan in OSDE Single Sign-On after their on-site audit.