

# What is an ALE Compliance Review?

## OSPI Compliance Reviews

ESSB 6002 (2014)

The Office of Superintendent of Public Instruction (OSPI) was granted funding in 2014 under ESSB 6002 to perform compliance reviews of the Alternative Learning Experience ([WAC 392-550](#)) and Open Doors Reengagement ([WAC 392-700](#)) programs. These reviews support school districts by:

- ensuring that the documentation requirements are met, and
- providing guidance and promising practice to improve efficacy of these components toward student engagement and achievement.

## Location/Process

Compliance Reviews can occur either as on-site reviews, or as electronic desk reviews using secure email and videoconferencing. Some are requested by the program while others may be approached due to proximity to other scheduled reviews or identification by OSPI.

## Benefits

The benefits of a compliance review are:

1. Program verification of compliance with the state laws and rules,
2. Pre-audit preparation for formal audits from the State Auditor's Office (SAO),
3. Guidance for best practices in documentation,
4. Opportunity to share techniques and strategies to help similar alternative programs.

## What can I expect?

### On-site reviews

- These generally take 2-3 hours, depending on questions and conversations about compliance and program implementation.
- Follow-up: Written report completed and emailed to program leads (~2-3 weeks later).

### Desk reviews

- These generally take 2-5 weeks, depending on the complexity and availability of program and student documentation, and program response time.
- Draft report and reconnection via videoconferencing if needed to debrief and to discuss the records review and answer remaining questions from program staff.
- Final written report completed and emailed to program leads (~2-3 weeks later).



## Student records review

For the student records review, we review the following items:

- FTE claimed
- Written Student Learning Plan
- Course enrollment, syllabi
- CEDARS reporting / student information system
- Evidence of direct personal weekly contact
- Monthly Progress Reviews
- Intervention Plans and documentation of student participation
- Provision of special education/504/TBIP services
- Full-day Kindergarten (FDK) requirements
- Choice Transfer, if applicable

## Staffing information review

- List of instructional staff employed during the above time period, their endorsements and FTE,
- List of non-instructional staff, if any, employed during the above time period and their FTE/responsibilities,
- List of contracted instructors, if any, and their qualifications,
- Date of school board out-of-endorsement assignment waivers, if applicable.

## Post-Review Report

The post-review report includes the following topics:

- About the program
- Highlights
- Staffing
- Student file review
- Special education
- CEDARS/SIS
- School board requirements
- Handbook/Website
- Questions from program
- Recommendations and follow-up timeline

## Request a Compliance Review

For more detail about compliance reviews, or to schedule a compliance review, contact:

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