

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.

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?

During our visits, we usually apply the following strategies:

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.



Student Records Review

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

- FTE claimed
- Written Student Learning Plan (WSLP)
- 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 (Name of Program):

[information about the program's type, offerings, classes, facilities, etc.]

Highlights:

[compliance-based highlights of documentation, record-keeping, requirements; evidence of connection to student supports and achievement, online program approvals]

Staffing:

[information about certificated staff, non-certificated support staff, contracted staff]

Student Files:

[detail of WSLP checklist items compliance]

[review of monthly progress reviews, intervention plans, and weekly contact]

Special Education:

[overview of special education/504/TBIP services available to student in the program]



CEDARS/SIS:

[overview of CEDARS reporting and student information system used for student information]

School Board Requirements:

[ALE and related board policies, annual reporting, curriculum approvals]

Handbook/Website:

[overview of publicly-available information about the program]

Questions from Program:

[Q&A, as discussed via email, onsite meeting, or videoconferencing]

Recommendations and Follow-up Timeline:

[bulleted items that may include recommended enrollment FTE corrections, forms modifications, student contact practices, curricular support, school board policy updates, online program approvals, website information adjustments, etc.]

[timeline for program response to the review, corrections, and recommendations]

Requesting a Compliance Review

Contact Learning Options Department, OSPI

learningoptions@k12.wa.us

Compliance reviews initiated by OSPI include new programs, programs identified for compliance concerns, and programs in geographical proximity to other scheduled visits. It is our goal to review a majority of Alternative Learning Experience programs in Washington State.

