

# 2025–26 ALE Year End Report

Any school district claiming Alternative Learning Experience (ALE) enrollment for state funding is required to submit an ALE Year End Report (YER). This report is now available for districts that reported ALE enrollment during 2025–26. The deadline to submit your report is **August 31, 2026**.

## Changes to the 2025–26 ALE YER

1. The collection tool has shifted from Alchemer to Smartsheet. The user experience of accessing and submitting the report should be similar.
2. The question regarding assessment participation has been removed from this collection.

## Prepare for Changes to the 2026–27 ALE YER

To reduce duplication of data collection, OSPI will be prioritizing the use of data collected through existing EDS reporting systems. Any data with duplicative reporting requirements will be removed from the annual ALE YER.

What to expect:

- Anticipate a reduction in data collected through the ALE YER in the 2026–27 school year. Specific information on ALE reporting requirements, data sources, and any questions that will continue to be collected through the annual ALE YER will be shared in fall 2026.
- With the reduction in data collection through the ALE YER, be aware that OSPI will solely utilize the data collected through existing EDS reporting systems to inform policymakers, the public, and other partners of ALE access and outcomes.

## Getting Started

1. Identify who will submit the report for each program in your district.
2. Review the questions and prepare responses. A list of the questions is included in the [Report Questions and Guidance](#) section of this document.
3. Locate the [link](#) to the report. This link will take you to a webform.
4. Enter the prepared responses into the form for the program and submit.

## Accessing & Submitting the Report

Beginning in 2021–22, the ALE YER was transitioned out of the School Apportionment and Financial Services (SAFS) ALE application in EDS to a more accessible webform. Anyone with



the link can complete and submit the report. ALE programs should connect with their local school team and district to determine who should complete and submit the information.

**Q: How do I access the webform?**

A: The webform can be accessed [here](#). A link is also available on the [ALE website](#) and will be communicated through the [Learning Options newsletter](#). Login information is not required.

**Q: Where will I find the list of ALE programs I need to submit data for?**

A: In the webform there is a dropdown list of ALE programs by district that claimed ALE FTE during the 2025–26 school year. A report is required for each ALE program listed.

**Q: If data has already been submitted for a program, how will I know?**

A: Information on submission status will be available on the [ALE website](#). The list of programs with a completed report should update automatically upon submission.

**Q: My program doesn't show up on the dropdown list of ALE programs in webform.**

A: The dropdown list includes all programs that reported ALE FTE during the 2025–26 school year. The ALE program names are assigned locally by each school district in the SAFS ALE application in EDS, the application where districts submit their monthly ALE enrollment reports by home district. The program names on this list are taken directly from the SAFS ALE application. For further questions on this topic, contact [learningoptions@k12.wa.us](mailto:learningoptions@k12.wa.us).

**Q: Can I save partial data and return to complete the report at a later date?**

A: No, Smartsheet webforms do not currently have this capability. We encourage saving a list of the questions and collecting all the data prior to submitting the webform.

**Q: How will I know if data is missing for an ALE program?**

A: We will begin reaching out to ALE programs with missing data in late July. ALE programs are welcome to check the status update available on the [ALE website](#) or reach out to us at [learningoptions@k12.wa.us](mailto:learningoptions@k12.wa.us) at any time to check on their report status.

**Q: Where can I view the submitted data for future reference?**

A: A checkbox located at the bottom of the webform to trigger an email response. If checked, a copy of the data will be sent to the email address indicated in the webform upon submission. Please ensure the email address is entered accurately for this function to work and check spam folders if needed. The individual completing the form should share the report data with any necessary individuals as determined locally.

**Q: Who can enter and submit data?**

A: Anyone with the link to the webform will be able to submit data for an ALE program. ALE programs should connect with their local school and district team to determine who should complete and submit the information.

**Q: How can I make changes once my report has been submitted?**

A: First, submit another report with the updated data. Then reach out to us at [learningoptions@k12.wa.us](mailto:learningoptions@k12.wa.us) to confirm which version of the report should be saved.

**Q: Why did OSPI move the report out of the SAFS ALE application in EDS?**

A: The webform format is a more flexible, accessible, and user-friendly data collection tool. It allows for more control over the questions in the report, managing updates as needed, and direct access to the data submitted.

## Report Questions & Guidance

**1. Contracted Instruction.** What percentage of the program’s annual enrollment was taught by contracted instruction pursuant to [RCW 28A.150.305](#) and/or [WAC 392-121-188](#)?

Guidance:

- The intent of this question is to get information on the amount of instruction that is contracted to an entity other than the school district. Contracted instruction is outlined in [WAC 392-121-188](#). Examples of contracted learning include (1) a district contracting with an online provider where the online provider hires the teacher for the course(s) or (2) a district contracting with a community-based organization (CBO) for instruction where the certificated teacher is hired by the CBO.
- For this question, report the percentage of your student enrollment who took courses taught by the contracted certificated teacher. These are not regular district employed teachers, but teachers such as those employed by a contractor of the district. For example, if 75% of your students enrolled during the school year took courses taught by certificated teachers employed by an online course provider, not school district employees, you would report 75 for this question.
- Enter whole numbers without a percentage mark, decimal point, or decimal number.

**2. Course Types.** What percentage of the ALE courses taken by your students were classified as “online,” “remote,” or “site-based” on the first day of class for the school year, February 1, and the last day of class for the school year?

Guidance:

- The intent of this question is to get information on the course types offered by a program during the school year.
- Courses included in this calculation should be those taken by students over the course of the year, not all courses available in your course catalog or offerings.
- For assistance in determining course types, please visit the [Guide to Offering ALE](#) available on the [Alternative Learning Experience](#) website.
- Totals for each date should equal 100% or 0%.
- Enter whole numbers without percentage mark, decimal point, or decimal number.

**3. District Certificated Instruction.** What is the total FTE of certificated teachers employed by the school district assigned to the ALE program?

Guidance:

- The intent of this question is to get information on the amount of instruction provided by staff employed through the district.
- For this question, report the FTE of certificated teaching staff employed by the local school district who provided ALE instruction. Refer to the [S-275 Personnel Reporting Handbook](#) for more information on calculating staff FTE.
- This information may be used to calculate a student-to-teacher ratio for your program.

**4. Full-day Kindergarten (FDK) Enrollment.** What is the headcount of kindergarten students claimed for more than 0.50 FTE at any time during the school year?

Guidance:

- The intent of this question is to determine the number of FDK students enrolled in the ALE school/program during the school year. FDK means any kindergarten student claimed above 0.5 FTE for any month during the school year.
- For this question, count each student claimed for FDK apportionment at any time during the school year **in the ALE school/program. Kindergarten students in the non-ALE schools/programs do not need to be reflected in this data.**
- If you did not have any FDK students enrolled, leave this question blank.
- Example: Two kindergarten students enrolled above 0.5 FTE in September, three new kindergarten students enrolled above 0.5 FTE in October, one of those kindergarten students enrolled above 0.5 FTE withdrew in April. Your annual headcount would be 5 (2+3=5).

**5. Full-day Kindergarten (FDK) Assessment Participation.** What is the headcount of full-day (more than 0.50 FTE) kindergartners who participated in the WaKIDS assessment during the assessment window?

Guidance:

- The intent of this question is to determine how many of the FDK students enrolled in the ALE school/program participated in the required assessment.
- WaKIDS is a required state assessment with an open window each fall until October 31.
- Of the kindergarten students enrolled in the ALE school/program above 0.5 FTE during the WaKIDS assessment window, how many of them participated in the assessment? **Kindergarten students in the non-ALE schools/programs do not need to be reflected in this data.**
- If you did not have any FDK students enrolled, leave this question blank.

- Example: 5 kindergarten students were enrolled above 0.5 FTE during the WaKIDS assessment window. One student formally opted-out of the assessment, the remaining 4 students participated in the assessment by October 31st. The headcount of FDK students who participated in the WaKIDS assessment during the assessment window would be 4 (5-1=4).

**6. Purchased Services.** Yes or no, did the program purchase or contract for instructional or co-curricular services or activities included on ALE written student learning plans?

Guidance:

- Per [WAC 392-550-060](#), ALE programs are required to report, on an annual basis, any costs and purpose of purchased services or activities provided to their ALE students.
- The intent of this question is to identify the type and amount of services purchased by schools/programs offering ALE, in addition to ensuring any services are substantially similar to those offered in the non-ALE setting within the district.
- Instructional or co-curricular services or activities can include but are not limited to lessons, trips, or other activities included on a Written Student Learning Plan (WSLP) and provided by a vendor.
- Online courses or courseware are not considered a service or activity and do not need to be reported.
- To meet these reporting requirements, ALE programs that answer "Yes" to this question must complete a "Substantially Similar Spreadsheet." To do this:
  - Click on the '[Substantially Similar Spreadsheet](#)' link and download the Excel file.
  - Complete the spreadsheet, save to your computer, and upload to the webform.

## Questions?

Contact OSPI Learning Options at [learningoptions@k12.wa.us](mailto:learningoptions@k12.wa.us) or 360-725-6229.