

From: Conner, Dede - KDE Division Director
Sent: Monday, May 1, 2023 9:20 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Updates to Alternative Education Program Designations for SY 23-24
Importance: High

KSIS Points of Contact – FYI, the information below was shared with Alternative Education Program Contacts earlier today.

From: Newton, Windy - Office of Continuous Improvement and Support
Sent: Monday, May 1, 2023 4:53 PM
Subject: Updates to Alternative Education Program Designations for SY 23-24
Importance: High

District Alternative Education Program Contacts,

During this year's consolidated monitoring season, questions about Alternative Education Program (AEP) site designation in Infinite Campus have arisen. Appropriate program designation is critical to monitor the program's effectiveness, maintain teacher and administrative accountability, and effectively track students' physical location for safety and attendance records. In November 2022, the AEP regulation [704 KAR 19:002](#) was amended to define off-site and on-site programs. Since this regulation change took place in November of last year, districts should review their alternative education program designations and make appropriate updates prior to start of the 23-24 school year, including submitting request changes through KDE's Web Application - [DASCR](#).

An off-site program is “an alternative education program located in a separate and dedicated program facility not located within an existing A1 school”. Off-site alternative education programs must request a School/Location code by submitting a New School Request through [DASCR](#) to be tracked correctly in Infinite Campus. Off-site programs are A5 (district-operated) or A6 (KECSAC funded). AEPs that serve both A5 and A6 students are considered blended programs and must have a state classification of A6 for reporting services—reference section A of the [Alternative Education Program Data Standards](#) to indicate school type and designation within IC. Districts may use their discretion when determining the program classification if a program is a separate building but still located on the same campus as the A1.

An on-site program is “an alternative education program located within an existing A1 school.” To be appropriately tracked in Infinite Campus, on-site AEPs will need to utilize the course sections for the content classes received in the AEP within Infinite Campus, indicating “Special Course Type = 02: Alternative.” This procedure may be used for students taking only one or two courses within the on-site AEP as well—reference section B of the [Alternative Education Program Data Standards](#).

Programs located in an existing A1 school but serving different grade levels, can choose to designate the program as an off-site or an on-site program.

In addition, revision of the KAR defines “long-term placement” as a placement in an alternative education program for greater than ten (10) school days. The definition allows the program twenty (20) days school days to complete the Individual Learning Plan Addendum (ILPA) for those students meeting the definition of long-term placement.

For additional information, reference the [Guidance for Alternative Education Program per 704 KAR 19:002](#) document posted along with additional resources on KDE's Alternative Education Programs [website](#). Contact [April Stanley](#) with questions.

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