



ALE Program Description Approval Form

The Alternative Education Unit of Learning Services has worked closely with the Division of Research & Technology to create an online form where districts can securely submit data regarding alternative learning environment (ALE) programs in their district.

To access the form, go to <http://adedata.arkansas.gov/onlineforms>.

The screenshot shows the login page for the Arkansas Department of Education's ADE Online Forms. On the left, there is the Arkansas Department of Education logo and the text "Welcome to ADE Online Forms". On the right, there is a login section titled "Login using your Triand Account". It includes fields for "Email:" and "Password:", a "Login" button, and two links: "Forgot your Triand login?" and "Don't have a Triand account? Sign up for free!".

 **ARKANSAS
DEPARTMENT
OF EDUCATION**

Welcome to ADE Online Forms

Login using your Triand Account

Email:

Password:

[Forgot your Triand login?](#)

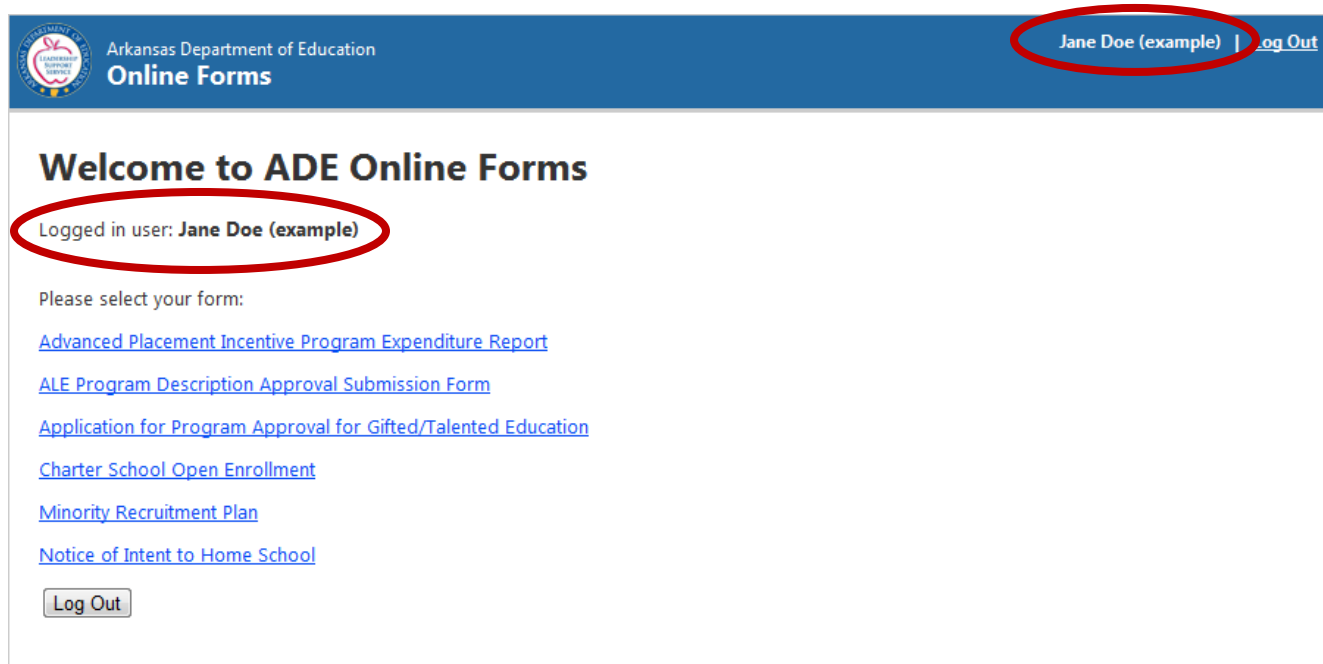
[Don't have a Triand account? Sign up for free!](#)

You will be prompted to log in using your Triand Account information.

NOTE: If you do not have a Triand account, click [here](#) to view a tutorial on setting up your account. You will need to request district level access from your Triand System Administrator.



Once have entered your user name & password, the system will recognize that you are logged in.

A screenshot of the Arkansas Department of Education Online Forms page. The header is blue with the department logo on the left and the text "Arkansas Department of Education Online Forms" in the center. On the right, the user "Jane Doe (example)" is logged in, with a "Log Out" link. The main content area has a heading "Welcome to ADE Online Forms" and a message "Logged in user: Jane Doe (example)". Below this, it says "Please select your form:" and lists several links: "Advanced Placement Incentive Program Expenditure Report", "ALE Program Description Approval Submission Form", "Application for Program Approval for Gifted/Talented Education", "Charter School Open Enrollment", "Minority Recruitment Plan", and "Notice of Intent to Home School". A "Log Out" button is at the bottom left.

Arkansas Department of Education
Online Forms

Jane Doe (example) | Log Out

Welcome to ADE Online Forms

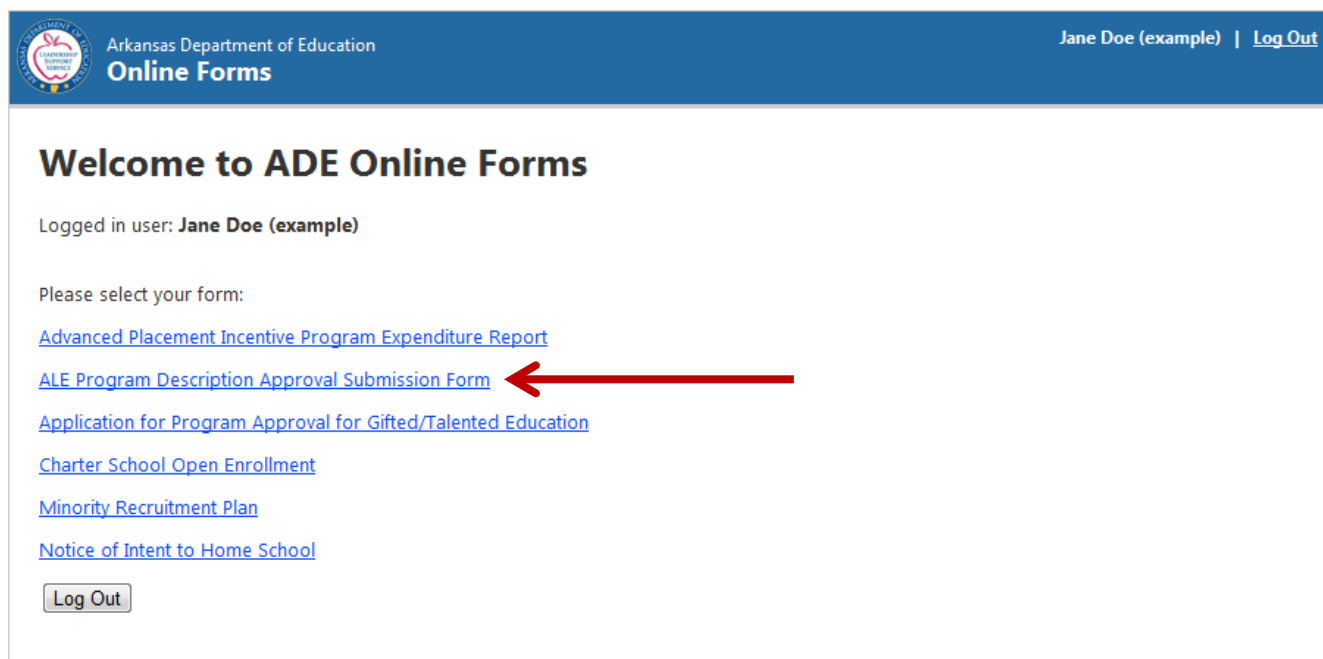
Logged in user: Jane Doe (example)

Please select your form:

- [Advanced Placement Incentive Program Expenditure Report](#)
- [ALE Program Description Approval Submission Form](#)
- [Application for Program Approval for Gifted/Talented Education](#)
- [Charter School Open Enrollment](#)
- [Minority Recruitment Plan](#)
- [Notice of Intent to Home School](#)

Log Out

Click on the link for “ALE Program Description Approval Submission Form”.

A screenshot of the same Arkansas Department of Education Online Forms page as above. The layout is identical, but a red arrow points to the "ALE Program Description Approval Submission Form" link in the list of forms.

Arkansas Department of Education
Online Forms

Jane Doe (example) | Log Out

Welcome to ADE Online Forms

Logged in user: Jane Doe (example)

Please select your form:

- [Advanced Placement Incentive Program Expenditure Report](#)
- [ALE Program Description Approval Submission Form](#)
- [Application for Program Approval for Gifted/Talented Education](#)
- [Charter School Open Enrollment](#)
- [Minority Recruitment Plan](#)
- [Notice of Intent to Home School](#)

Log Out



Complete the form with the information requested.

Note: The district & LEA number is populated based on the information from your log in credentials.



2012-2013 ALE Program Description Approval Submission Form

Please provide the following data regarding the alternative learning environment (ALE) for the 2012-2013 school year:

District Name: VILONIA SCHOOL DISTRICT

District's LEA Number: 2307000

Total number of buildings with

ALE programs:

Director's Name:

Director's E-mail:

ALE Program Name:

Grade Levels of this ALE Program: ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

(Must select at least one grade level)

☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

(Districts with more than one program must complete a separate Program Description for each program.)

Address:

City:

State:

Zip:

Phone #:

Cell #:

Fax #:

Once all demographic information has been entered, click "Next" to continue.



Continue to complete the form with the information requested.

NOTE: There is no limit of characters for your answers and the boxes provided will expand as you type. You can also copy/paste the information from other documents into these fields, if applicable.



2012-2013 ALE Program Description Approval Submission Form

Please complete the following state-mandated components for every ALE provided.

Make sure you have included your district ALE forms as a Word Document.

Note: Provide complete thorough answers to the questions; boxes will expand as you type.

1. **Describe** the type of placement, progress, and transitional **written documentation used**. (4.02.19) (Grades, AYP, and Conferences.)

2. **Describe** the ALE Placement Criteria and process. How will the process be monitored and all team members included? (4.02.1.8-.9 & 4.02.1.16)

3. **Describe** how the ALE is a supportive/non punitive environment. (4.02.1.10)

4. **Describe** the proposed teacher/student ratios and how **ratios will be monitored** on a regular basis. (4.02.1.3 & 4.02.1.4)



An field is included at the bottom of this screen where all ALE attachments can be included. NOTE: Only files in Word, Excel or PDF formats will be accepted.

When you are ready to attach your files, click the “choose file” button.

Make sure you have included your district ALE forms as a Word Document.

Choose File

No file chosen

Upload

Next

A window will appear where you can browse your computer to upload the file. Once you choose the file, the file name will display. Click “Upload” to upload the file.

Make sure you have included your district ALE forms as a Word Document.

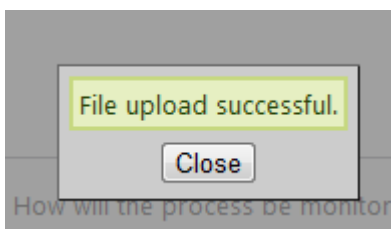
Choose File

ALE Progra... Form.docx

Upload

Next

You will be prompted if your upload was successful.



You can click the choose file button & follow the steps again to attach more than one file. When you have uploaded all necessary documents, click ‘next’ to proceed.

Make sure you have included your district ALE forms as a Word Document.

Choose File

No file chosen

Upload

Next



The final page is a confirmation statement. Please review the information and then click submit.



Arkansas Department of Education
Online Forms

Jane Doe (example) | [Log Out](#)

2012-2013 ALE Program Description Approval Submission Form

By my signature below, I hereby certify that this is the program description for 2012-2013 school year, in compliance with all laws and rules governing alternative learning environments. Districts out of compliance with §6-48-102 and §6-48-104 will be identified and not approved according to Arkansas Department of Education procedures.

School District: VILONIA SCHOOL DISTRICT

School District LEA Number: 2307000

Printed Name of Superintendent: DR. FRANK MITCHELL

Printed Name of ALE John Doe

Teacher/Director:

Telephone Number: 555-555-5555

Fax Number:

E-mail: john@school.k12.ar.us

DUE ON OR BEFORE March 31, 2012

Mail original forms to:

Lori Lamb, Director
Arkansas Department of Education
Alternative Learning Environment
420 North Main
Greenwood, AR 72936

Please press the Submit button in order to obtain a full copy of the submitted form. You must have Adobe Reader to view the form.
Please print the form from Adobe Reader in order to obtain the copy to be mailed.

[Home](#)

IMPORTANT: You must click submit in order for your information to be saved and sent to Learning Services electronically.

A printer friendly copy of your information will display in Adobe for you to print, sign and mail to the address specified.



Once your form has been submitted, you will receive email notification to confirm your submission.

A printer friendly copy of your information will display on your screen in Adobe for you to print, sign and mail to the address specified.

Note: The number of pages will vary, based on answers to questions 1-15.

EXAMPLE



2012-2013 ALE Program Description Approval Submission Form

<u>ADE USE ONLY: DATE & INITIALS</u>	
Approved:	_____
Pending Approval:	_____
Unapproved:	_____

Please provide the following data regarding the alternative learning environment (ALE) for the 2012-2013 school year:

District Name:	District's LEA Number:	Total number of buildings with ALE programs:
VILONIA SCHOOL DISTRICT	2307000	1
Director's Name:	E-Mail:	
John Doe	john@school.k12.ar.us	
ALE Program Name: Vilonia Learning Academy		
Grade levels of this ALE program: 10, 11, 12		
(Districts with more than one program must complete a separate Program Description for each program.)		
Address: 123 Main, Vilonia, AR 72222		
Phone#: 555-555-5555	Cell#:	Fax#:

Please complete the following state-mandated components for every ALE provided.

Make sure you have included your district ALE forms as a Word Document.

Note: Provide complete thorough answers to the questions; boxes will expand as you type.

1. Describe the type of placement, progress, and transitional written documentation used. (4.02.19) (Grades, AYP, and Conferences.)
This is a description of the type of placement, progress, and transitional written documentation used for my ALE.
2. Describe the ALE Placement Criteria and process. How will the process be monitored and all team members included? (4.02.1.8-.9 & 4.02.1.16)
This is a description of the ALE Placement Criteria and process and how the process will be monitored for my ALE.
3. Describe how the ALE is a supportive/non punitive environment. (4.02.1.10)
This is a description of the how the ALE is a supportive and non punitive environment.
4. Describe the proposed teacher/student ratios and how ratios will be monitored on a regular basis. (4.02.1.3 & 4.02.1.4)
This is a description of the the proposed teacher/student ratios and how they will be monitored on a regular basis.
5. Describe how individual counseling services will be provided. (4.02.1.5)
This is how individual counseling services will be provided.



6. Describe how instruction will be supplemented by technology. (4.02.1.11)
This is how instruction will be supplemented by technology.
7. List the supplemental technology used.
This is the list of supplemental technology used.
8. If Credit Recovery is a component of the ALE program describe how it is used and list materials used.
Not applicable.
9. Describe the general school curriculum and instructional methods used; how is it aligned with Arkansas standards? (4.02.1.13)
This is a description of the general school curriculum and instructional methods used.
10. If GED preparation is a component of the ALE program describe how it is used and list materials. (4.02.1.9)
What are the ages of students that participate in the GED preparation component?
GED prep is not a component of our ALE program.
11. Describe how SPED students placed in ALE will receive services and be monitored. §6-48-103
This is a description of how SPED students will receive services and be monitored.
12. Describe the ALE Exit Criteria and how the transitional success will be monitored. (4.02.1.14)
This is a description of the exit criteria.
13. Describe the behavioral and career centered intervention services being implemented in the ALE program. §6-48-103 (career ed, social skills curriculum, etc.)
This is the behavioral and career centered intervention services.
14. Describe the immediate needs of the ALE program(s). (training, supplies, staff, etc.)
This is the immediate needs of our ALE program.

By my signature below, I hereby certify that this is the program description for 2012-2013 school year, in compliance with all laws and rules governing alternative learning environments. Districts out of compliance with § 6-48-102 & § 6-48-104 will be identified and not approved according to Arkansas Department of Education procedures.

Vilonia Learning Academy

School District

School District LEA Number: 2307000

VILONIA SCHOOL DISTRICT

Printed name of Superintendent

DR. FRANK MITCHELL

Signature of Superintendent

Date

Printed name of ALE Teacher/Director

John Doe

Signature of ALE Teacher/Director

Date

Telephone Number: 555-555-5555

Fax Number:

E-Mail: john@school.k12.ar.us

DUE ON OR BEFORE MARCH 31, 2012

Mail original forms to:

Lori Lamb, Director
Arkansas Department of Education
Alternative Learning Environment
420 North Main
Greenwood, AR 72936

Print your final submission and mail the original signed forms to the address specified.