



# Charter School Rating Template

for

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**FY**

Alaska Department of Education & Early Development  
801 W 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, AK 99811-0500

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## Rating Template for Application

This Rating Template is a guideline of criteria to be addressed in an application for a charter. Please see the directions included in the application for more information.

Upon receipt of an application to operate a charter school, the Department's Charter School Technical Review Team will evaluate the application using this Rating Template. The team will identify any deficiencies in the application and determine if any modifications or additional information are necessary. Once the Technical Review Team deems that the application is acceptable, it will be sent to the State Board of Education for approval.

The rating template is in a scoring guide format and will be used by the EED Charter School Technical Review Team to evaluate applications received. Each item on the rating template corresponds to one of the fifteen criteria in the application.

The charter school will need to properly address the question(s) under each criterion. For instance, number "1." concerns the "Academic Policy Committee". There are two questions in this section that need to be addressed. Under the question in each section are guidelines regarding "what the reviewers will look for," followed by "suggested sources of evidence". These two review guidelines should assist the charter school in properly submitting what the technical review team and State Board want in the review process. If a question in one of the criteria is not applicable, please write that in your application. For example, if this is a first application (a new charter school), the shaded **N/A check boxes** indicate the question may not apply, but must be addressed with comments for future plans to deal with the specific issue.

The application should not leave to the reader any responsibility for deciphering the explanation or interpreting the evidence presented. Successful applicants will also identify weaknesses, as well as strengths, and will explain why the weaknesses do not outweigh the school's strengths. The application and rating template is a response to questions about the school's performance and to questions about the school's future. In conclusion, the charter school's application should be looked upon favorably by the State Board of Education and Early Development if the fifteen criteria are adequately addressed.

# Requirements

## Timeline:

- (a) An initial charter application (after local school board approval) for a new or conversion school may not be submitted to the Department of Education & Early Development sooner than twelve (12) months prior to the start-up of the school.
- (b) An existing charter school cannot apply for reapplication to the state sooner than twelve (12) months before the expiration date of their charter.
- (c) The completed application materials shall be presented to the local school board, which will then forward the application to the Alaska Department of Education & Early Development's charter school program manager as required by AS 14.03.250(c).
- (d) *Mail to:*

Alaska Department of Education & Early Development  
Attn: Charter School Program Manager  
801 W. 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500

- (e) 4 AAC 33.110(g) states: "No later than 20 working days after a local school board's decision to approve or deny an application for a charter school, the local school board shall mail to the Department of Education & Early Development the application and the decision, including the supporting documents required by (a) of this section, and the minutes of the local school board meeting at which the charter school was approved or denied...."
- (f) The completed application must be in the hands of the charter school program manager no later than 90 days before the next regular scheduled meeting of the State Board of Education & Early Development. See schedule at: [www.eed.state.ak.us/State\\_Board/](http://www.eed.state.ak.us/State_Board/)

## Required Format:

1. Not more than 200 pages single-sided, *unbound*, in 12 point font.
2. ALL pages numbered in consecutive order (i.e. 1, 2, 3, ...200).
3. A table of contents.
4. Follow in numerical order the numbered headings of the application.
5. ALL numbered headings and subheadings must be addressed.

**Application will not be read if any of the above five requirements are not met.**

# Charter Schools Rating Template

**A= Adequate**  
**IA= Inadequate**  
**N/A= Not Applicable**

**Name of Charter School:** \_\_\_\_\_  
**Date of Application and Rating Template:** \_\_\_\_\_  
**District:** \_\_\_\_\_

1.	RATING			COMMENTS
	A	IA	N/A	
<b>ACADEMIC POLICY COMMITTEE</b>				
(a) Has the school's independent academic policy committee operated at an acceptable level?				
(b) Is there an independent academic policy on file?				
<i>What Reviewers Will Look For: Evidence that the school is meeting the objectives as stated in the independent academic policy.</i>				
<i>Suggested Sources of Evidence: The number of academic policy sessions and the minutes from those committee meetings.</i>				

2.	RATING			COMMENTS
	A	IA	N/A	
<b>LAW PROVISIONS</b>				
(a) To be valid, the application must include a separate, signed, charter school contract with the district, addressing the fourteen provisions as listed under <a href="#">AS 14.03.255(c)(1 – 14)</a> .				
(b) Have the responsibilities of the academic policy committee regarding provisions of the law been fully addressed?				
(c) Is the charter school within the bounds of the most current applicable statutory and regulatory requirements?				
<i>What Reviewers Will Look For: Evidence that the school complies with applicable federal, state, and local laws and regulations in regards to the academic policy.</i>				
<i>Suggested Sources of Evidence: Charter contract, charter school bylaws, and minutes of meetings where committee has adopted bylaws, etc.</i>				

3.	RATING			COMMENTS
	A	IA	N/A	
<b>EDUCATION PROGRAMS</b>				
(a) Has the school made reasonable progress in meeting its academic goals?				
(b) Has the school demonstrated progress, where applicable, on the statewide assessment?				
(c) Has the school demonstrated progress, where applicable, on other assessments?				
(d) Does the school use its assessment data to drive decision-making in curriculum and instruction?				
(e) Where performance-based assessments are used, does the school have clear criteria?				
<i>What Reviewers Will Look For: Evidence that the school is providing an instructional program that meets or exceeds the academic standards, including assessments set by the state.</i>				
<i>Suggested Sources of Evidence: Promotion &amp; graduation requirements &amp; results of assessments that determine whether students are achieving standards.</i>				

4.	RATING			COMMENTS
	A	IA	N/A	
<b>PROGRAM ACHIEVEMENT</b>				
(a) Is the school implementing a well-conceived plan to ensure equal and bias-free access for all students, for all facilities, courses, programs, activities, and services?				
(b) Is the school systematically addressing the needs of students who do not perform at acceptable levels of proficiency in the statewide assessment program?				
(c) Is the school systematically informing parents of their child's performance and progress?				
(d) Did the charter school provide student assessment participation rates?				

4. (CONT.)	RATING			COMMENTS
	A	IA	N/A	
<b>PROGRAM ACHIEVEMENT</b>				
(e) Has the charter school made a comparison between their assessment scores and the district's assessment data?				
(f) Has the charter school made a comparison between their assessment scores and the state's assessment data?				
(g) Has the charter school shown disaggregated scores across all categories?				
(h) Does the school provide professional development that is goal-based and driven, in large part, by the student assessment data?				
(i) Is the school implementing a well-conceived plan to demonstrate progress over time?				
<i>What Reviewers Will Look For: Evidence that the school is meeting the objectives agreed to for program achievement, particularly assessment data comparisons, student assessment participation rates, and disaggregated scores across all categories</i>				
<i>Suggested Sources of Evidence: Implementation of approved plans for special education, relevant data regarding enrollment &amp; services provided to special needs &amp; bilingual students, school schedule &amp; calendar, and student records of statewide assessment performance. Also, student report card/progress report &amp; description of staff development activities.</i>				

5.	RATING			COMMENTS
	A	IA	N/A	
<b>ADMISSION PROCEDURES</b>				
(a) Does the school have admission procedure criteria?				
(b) Are eligible students specifically defined?				
(c) What are the provisions for accommodating additional students, if necessary?				
(d) Is there a lottery or other type of provision for random drawing for enrollment when applicants exceed the school's capacity?				
(e) Is there a provision for accommodating vacancies that may occur mid year?				
<i>What Reviewers Will Look For: Evidence that the school is viable in terms, of student admissions, and has adequate provisions for accommodating additional students and a plan for random drawing for enrollment when applicants exceed capacity.</i>				
<i>Suggested Sources of Evidence: Enrollment data, turnover data, waiting list data, exit interviews or surveys, and written admissions/enrollment procedures.</i>				

6.	RATING			COMMENTS
	A	IA	N/A	
ALTERNATIVE OPTION				
(a) Is there a provision in place for students who do not wish to attend the charter school, even though it's the only option?				
<i>What Reviewers Will Look For: Evidence through a local written provision that there are alternative choices for students who choose not to attend the local charter school, even though it is the only local school available.</i>				
<i>Suggested Sources of Evidence: Check local provision.</i>				

7.	RATING			COMMENTS
	A	IA	N/A	
ADMINISTRATIVE POLICIES				
(a) Is there an administrative policy that follows charter school law?				
(b) Does the school present evidence that there is a full and abiding understanding of the obligations of the administration in providing for the control and supervision of the charter school?				
(c) Is there compelling evidence that the school's leadership is strong?				
(d) Is there compelling evidence that the school has handled organizational challenges effectively and competently?				
(e) Are the mechanisms in place; (e.g. an advisory grievance committee) to respond to, and, where indicated, resolve complaints?				
<i>What Reviewers Will Look For: Evidence that the school is administered in an efficient and effective manner. Evidence that there is clear governance and administrative structures and problems are addressed adequately when they arise.</i>				
<i>Suggested Sources of Evidence: Written evaluations, formal complaints, leadership changes, board turnover, and examples of governance issues &amp; how they are addressed, and the administrative policy manual.</i>				

8.	RATING			COMMENTS
	A	IA	N/A	
<b>FUNDING ALLOCATION</b>				
(a) Is a charter school budget summary in place that designates the funding allocation from the local school board in addition to a summary of the charter school budget?				
(b) Is the school district going to implement indirect costs? If so, what services are provided to the charter school for this indirect fee?				
(c) Will the charter school be eligible for the additional local revenue over the 4-mills required in the foundation program?				
(d) Has the charter school met the requirement to achieve a positive or zero ending fund balance?				
<i>What Reviewers Will Look For: Evidence of an understanding of the financial management and reporting requirements associated with operating a school per the charter school budget summary.</i>				
<i>Suggested Sources of Evidence: A clear concise narrative statement providing sufficient evidence that the school has competently &amp; effectively managed its finances. Evidence of an approved budget procedure for amending the budget, and procedures for amending budget minutes of meetings where the budget is adopted or amended.</i>				

9.	RATING			COMMENTS
	A	IA	N/A	
<b>FISCAL SOLVENCY</b>				
(a) Has the charter school, over the course of the initial charter, implemented a well-conceived financial plan to ensure the fiscal solvency of the charter school?				
(b) Do the audit reports to date indicate that the school has met its obligation to ensure the fiscal integrity of the school's financial operation?				
(c) Has the school achieved efficiencies in its operation?				
<i>What Reviewers Will Look For: Evidence of sound fiscal management and fiscal viability of the charter school as confirmed by a balanced budget.</i>				
<i>Suggested Sources of Evidence: Financial audits &amp; financial statements.</i>				

10.	RATING			COMMENTS
FACILITY PLANS	A	IA	N/A	
(a) Does the school present a clear and detailed plan for maintaining the present site or, if indicated, acquiring a suitable and adequate education facility?				
<i>What Reviewers Will Look For: Evidence of how the charter school is in compliance with and is meeting their detailed facility plan.</i>				
<i>Suggested Sources of Evidence: A drawn schematic of the physical plant.</i>				

11.	RATING			COMMENTS
TEACHER TO STUDENT RATIO	A	IA	N/A	
(a) Is there a plan which adequately addresses teacher to student ratio?				
(b) Is the plan reasonably based on projected enrollment figures?				
<i>What Reviewers Will Look For: Evidence that the school has a workable plan that addresses teacher to student ratio including projected enrollment figures.</i>				
<i>Suggested Sources of Evidence: Minutes of board meeting where staffing ratio was approved and evidence of deployment for determining enrollment projections.</i>				

12.	RATING			COMMENTS
ENROLLMENT	A	IA	N/A	
(a) Has the student enrollment been stable?				
(b) Has the school's enrollment been at a maximum?				
<i>What Reviewers Will Look For: Evidence that the school is viable in terms of student enrollment, has an adequate student recruitment process to attract students, and is successful enough to retain the number of students it projected in the charter application.</i>				
<i>Suggested Sources of Evidence: A written statement that is a reflective self-appraisal of strengths &amp; weaknesses of the school's charter with credible &amp; compelling plans for building on success, maintaining or increasing student enrollment &amp; momentum, &amp; making necessary changes for improvement of the school.</i>				

13.	RATING			COMMENTS
	A	IA	N/A	
<b>TEACHING METHOD/CURRICULUM</b>				
(a) Does the school have a plan that addresses explicit teaching methods that will benefit an age group, grade level, or specific type of student?				
(b) Does the school have a systematic plan in place to monitor curriculum implementation and curriculum quality?				
(c) Has the school undertaken curriculum review and revision?				
(d) Is there evidence to support effective intervention with students who are “at risk?”				
(e) Is the school addressing the needs of students with educational disabilities?				
(f) Where applicable, does the school address the needs of students with limited English proficiency?				
<b><i>What Reviewers Will Look For:</i></b> Evidence that the school utilizes various teaching methods that would benefit specific age groups, grade levels, or explicit types of students. Evidence that the charter school has a written systematic plan to monitor curriculum implementation and quality, including curriculum review and revision. Evidence that the school is attracting and accommodating at-risk students and special education students and meeting their needs. Evidence that the school is complying with federal and state laws and regulations regarding these populations.				
<b><i>Suggested Sources of Evidence:</i></b> Check written plans on monitoring curriculum implementation, check that laws regarding special needs students are being adhered to. Evidence of an adopted curriculum/course of study, regular monitoring and updating of curriculum/course of study.				

14.	RATING			COMMENTS
	A	IA	N/A	
<b>COLLECTIVE BARGAINING</b>				
(a) Where applicable, does a collective bargaining contract exist that alludes to contract exemptions that are agreed to by both the school district and bargaining unit?				
(b) If no contract exemptions are agreed to, are the employees of the charter school subject to all provisions of the collective bargaining agreements enforced in the school district?				
<i>What Reviewers Will Look For: Evidence that a written collective bargaining contract exists, if applicable, regarding contract exemptions. In the event of no contract exemptions, evidence that the employees of the charter school are subject to all provisions of the school district's collective bargaining agreements.</i>				
<i>Suggested Sources of Evidence: Written collective bargaining unit contract, and board approval of exemptions from the collective bargaining agreement.</i>				

15.	RATING			COMMENTS
	A	IA	N/A	
<b>CONTRACT TERMINATION</b>				
(a) Is there a charter school contract termination clause currently in effect?				
<i>What Reviewers Will Look For: Evidence that a written charter school contract termination clause is present.</i>				
<i>Suggested Sources of Evidence: Check for written charter school termination clause.</i>				

# ALASKA STATUTES

## Article 2. Charter Schools

- 250. Establishment of charter schools
- 255. Organization and operation of a charter school
- 260. Funding for charter school
- 265. Admission
- 270. Teacher or employee transfers, evaluations, and negotiated agreements.
- 275. Contracts; duration
- 280. Regulations
- 290. Definitions

### Sec. 14.03.250. Establishment of charter schools.

- (a) A charter school may be established as provided under [AS 14.03.250](#) - 14.03.290 upon the approval of the local school board and the state Board of Education and Early Development of an application for a charter school.
- (b) A local school board shall prescribe an application procedure for the establishment of a charter school in that school district. The application procedure must include provisions for an academic policy committee consisting of parents of students attending the school, teachers, and school employees and a proposed form for a contract between a charter school and the local school board, setting out the contract elements required under [AS 14.03.255](#)(c).
- (c) A local school board shall forward to the state Board of Education and Early Development applications for a charter school that have been approved or denied by the local board.

### Sec. 14.03.255. Organization and operation of a charter school.

- (a) A charter school operates as a school in the local school district except that the charter school (1) is exempt from the local school district's textbook, program, curriculum, and scheduling requirements; (2) is exempt from [AS 14.14.130](#)(c); the principal of the charter school shall be selected by the academic policy committee and shall select, appoint, or otherwise supervise employees of the charter school; and (3) operates under the charter school's annual program budget as set out in the contract between the local school board and the charter school under (c) of this section. A local school board may exempt a charter school from other local school district requirements if the exemption is set out in the contract. A charter school is subject to secondary school competency testing as provided in [AS 14.03.075](#) and other competency tests required by the department.
- (b) A charter school shall
  - (1) keep financial records of the charter school;
  - (2) oversee the operation of the charter school to ensure that the terms of the contract required by (c) of this section are being met;

- (3) meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school; and
  - (4) meet with the academic policy committee at least once each year to monitor progress in achieving the committee's policies and goals.
- (c) A charter school shall operate under a contract between the charter school and the local school board. A contract must contain the following provisions:
- (1) a description of the educational program;
  - (2) specific levels of achievement for the education program;
  - (3) admission policies and procedures;
  - (4) administrative policies;
  - (5) a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget;
  - (6) the method by which the charter school will account for receipts and expenditures;
  - (7) the location and description of the facility;
  - (8) the name of the teacher, or teachers, who, by agreement between the charter school and the teacher, will teach in the charter school;
  - (9) the teacher-to-student ratio;
  - (10) the number of students served;
  - (11) the term of the contract, not to exceed a term of 10 years;
  - (12) a termination clause providing that the contract may be terminated by the local school board for the failure of the charter school to meet educational achievement goals or fiscal management standards, or for other good cause;
  - (13) a statement that the charter school will comply with all state and federal requirements for receipt and use of public money;
  - (14) other requirements or exemptions agreed upon by the charter school and the local school board.
- (d) A charter school may be operated in an existing school district facility or in a facility within the school district that is not currently being used as a public school, if the chief school administrator determines the facility meets requirements for health and safety applicable to public buildings or other public schools in the district.

**Sec. 14.03.260. Funding for charter school.**

- (a) A local school board shall provide an approved charter school with an annual program budget. The budget shall be not less than the amount generated by the students enrolled in the charter school less administrative costs retained by the local school district, determined by applying the indirect cost rate approved by the Department of Education and Early Development. The "amount generated by students enrolled in the charter school" is to be determined in the same manner as it would be for a student enrolled in another public school in that school district.
- (b) The program budget of a charter school is to be used for operating expenses of the educational program of the charter school, including purchasing textbooks, classroom materials, and instructional aids.
- (c) The charter school shall provide the financial and accounting information requested by the local school board or the Department of Education and Early Development and shall cooperate with the local school district or the department in complying with the requirements of [AS 14.17.910](#).
- (d) The expenses of housing nonresident students who attend the charter school, including room, board, and other reasonable housing expenses, may not be paid for with state money but may be paid for with funds contributed by sources other than the state.

**Sec. 14.03.263. Charter school grant program. [Repealed, Sec. 1 ch 100 SLA 2003].**

Repealed or Renumbered

**Sec. 14.03.265. Admission.**

- (a) The program of a charter school may be designed to serve
  - (1) students within an age group or grade level;
  - (2) students who will benefit from a particular teaching method or curriculum; or
  - (3) nonresident students, including providing domiciliary services for students who need those services, if approved by the board.
- (b) A charter school shall enroll all eligible students who submit a timely application, unless the number of those applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess of those applications, the charter school and the local school board shall attempt to accommodate all of those applicants by considering providing additional classroom space and assigning additional teachers from the district to the charter school. If it is not possible to accommodate all eligible students who submit a timely application, students shall be accepted by random drawing. A school board may not require a student to attend a charter school.
- (c) In addition to other requirements of law, a charter school shall be nonsectarian.

**Sec. 14.03.270. Teacher or employee transfers, evaluations, and negotiated agreements.**

- (a) A teacher or employee may not be assigned to a charter school unless the teacher or employee consents to the assignment.
- (b) All provisions of an existing negotiated agreement or collective bargaining agreement applicable to a teacher or employee of a district apply to that teacher or employee if employed at a charter school in that district, unless the district and the bargaining unit representing the teacher or employee agree to an exemption.
- (c) A teacher in a charter school shall be evaluated in an equivalent manner as all other teachers in the district, except that if there is no administrator assigned to the charter school, the local school board, with the agreement of the charter school, shall designate a school district administrator in that district to evaluate a teacher in a charter school.

**Sec. 14.03.275. Contracts; duration.**

A contract for a charter school may be for a term of no more than 10 years.

**Sec. 14.03.280. Regulations.**

The state Board of Education and Early Development may adopt regulations under [AS 44.62](#) (Administrative Procedure Act) necessary to implement [AS 14.03.250](#) - 14.03.290.

**Sec. 14.03.290. Definitions.**

In [AS 14.03.250](#) - 14.03.290,

- (1) "academic policy committee" means the group designated to supervise the academic operation of a charter school and to ensure the fulfillment of the mission of a charter school;

- (2) "charter school" means a school established under [AS 14.03.250](#) - 14.03.290 that operates within a public school district;
- (3) "local school board" means a borough or city school board or a school board of a regional educational attendance area;
- (4) "parent" means a biological, adoptive, or foster parent, or an adult who acts as guardian of a child and makes decisions related to the child's safety, education, and welfare;
- (5) "teacher" means a person who serves a school district in a teaching, counseling, or administrative capacity and is required to be certificated in order to hold the position.

# ALASKA ADMINISTRATIVE CODE

## TITLE 4 EDUCATION & EARLY DEVELOPMENT JULY 2002 SUPPLEMENT INCLUDING REGISTERS 153 THROUGH 162

### 4 AAC 33.110. Charter schools

- (a) A local school board shall prescribe the application procedure described in [AS 14.03.250](#)
- (b). The procedure must be in writing and must be available upon request at the local school board's central office. The local school board shall include each document necessary to conduct a thorough review of the charter school, including
- (1) a copy of the charter;
  - (2) a list of the members of the academic policy committee and their qualifications;
  - (3) the length of term of the charter;
  - (4) the charter school's bylaws;
  - (5) education programs to be offered at the charter school, including promotion and graduation requirements;
  - (6) a written instructional program that addresses academic standards, including the statewide student assessment system under 4 AAC [06.710](#) - 4 AAC [06.790](#);
  - (7) written objectives for program achievement, including assessment, staff development activities, and a school schedule and calendar;
  - (8) plans for serving special education, vocational education, gifted, and bilingual students;
  - (9) written admissions procedures;
  - (10) if the charter school is the only school in the community, an alternative option for students not wishing to attend the charter school;
  - (11) a written administrative policy manual;
  - (12) a written budget summary and financial plan;
  - (13) a written plan for the charter school's facility;
  - (14) a written plan that addresses the teacher-to-student ratio, including projected enrollment figures;
  - (15) a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school's capacity;
  - (16) any written collective bargaining contract with teachers or employees;
  - (17) the written termination clause that must appear in the contract between the charter school and the local school board; and
  - (18) proof of compliance with applicable law.
- (b) Repealed 3/31/2002.
- (c) Repealed 3/31/2002.
- (d) Repealed 3/31/2002.
- (e) Repealed 3/31/2002.
- (f) Repealed 3/31/2002.
- (g) No later than 20 working days after a local school board's decision to approve or deny an application for a charter school, the local school board shall mail to the commissioner the application and the decision, including the supporting documents required by (a) of this section, and the minutes of the local school board meeting at which the charter school was approved or denied. The State Board of Education and Early Development will not approve an application that contains insufficient information to determine compliance with applicable law.

- (h) The State Board of Education and Early Development will review applications for charter schools in the order that they are received under (g) of this section.
- (i) The State Board of Education and Early Development will approve an application for a charter school if the
  - (1) local school board has approved the application; and
  - (2) application and other information available to the State Board of Education and Early Development demonstrate, to the satisfaction of the State Board of Education and Early Development, that the local school board and the charter school have complied with, and will continue to comply with, state and federal law, including [AS 14.03.250 - 14.03.290](#) and this section.
- (j) Repealed 3/31/2002.
- (k) A decision of the State Board of Education and Early Development under (i) of this section is a final agency action for purposes of an appeal to the superior court.
- (l) The department may audit the charter school's program during the charter period, and may take any action necessary to ensure compliance with federal and state law, including the withholding of money under [AS 14.07.070](#).
- (m) Complaints involving the operation of a charter school shall be initially referred to the local school board for investigation. The local school board shall provide any relevant document concerning the complaint to the commissioner upon request.
- (n) Repealed 8/6/2004.
- (o) In this section,
  - (1) "charter school" has the meaning given that term in [AS 14.03.290](#);
  - (2) "commissioner" means the commissioner of education and early development;
  - (3) "department" means the Department of Education and Early Development;
  - (4) "local school board" has the meaning given that term in [AS 14.03.290](#).

**History:** Eff. 4/27/96, Register 138; am 3/31/2002, Register 161; am 7/26/2002, Register 163; am 8/6/2004, Register 171

**Authority:** [AS 14.03.250](#), [AS 14.03.280](#), [AS 14.07.020](#), [AS 14.07.060](#)

**Editor's note:** The address for mailing the application and decision described in 4 AAC [33.110\(g\)](#) is Commissioner, Department of Education and Early Development, 801 West Tenth Street, Suite 200, P.O. Box 110500, Juneau, Alaska 99811-0500.

As of Register 151 (October 1999), the regulations attorney made technical revisions under [AS 44.62.125](#) (b)(6) to reflect the name change of the Department of Education to the Department of Education and Early Development made by ch. 58, SLA 1999, and the corresponding title change of the commissioner of education.