



State of Alaska  
 Department of Education and Early Development  
 Correspondence Program – Self Study: *Student Files*

School District:

Date of Review:

Program Name:

Person Completing this Form:

Position:

The term "Parent" in this document refers to parent, legal guardian or other legally responsible party.

\*\*\* - Comments

Yes	No	NA	*
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**CORRESPONDENCE PROGRAM REQUIREMENTS (4 AAC 33.421)**

1. Are ILPs complete, verified and signed by a certificated teacher?				
2. Is a course specific, certified teacher assigned for each course listed on the ILP?				
3. Is there evidence the teacher assigned to a course maintains responsibility for the student's progress for the course they are assigned?				
4. Is there evidence the parent (or student) has participated in the development of the ILP, including the physical signature (or acceptable substitute) of the parent?				
5. Is there evidence of a plan targeting instruction in the ILP?				
6. Is there evidence of ongoing measurement of student proficiency in the ILP?				
7. Is there evidence of contact with the parent/student on at least a monthly basis (Do not count form letters, newsletters, or "check box" forms)?				
8. Is there evidence quarterly progress reviews were conducted?				
9. Is there any indication of follow-up to review information indicating the student is not making progress toward achievement goals?				
10. Are the parents/student afforded the opportunity to provide input on course grades?				
11. Do student transcripts indicate the source(s) of courses taken?				
12. Are parents informed of their rights to equal access to district processes including appeal processes, special education and other district programs?				
13. Are parents informed that course materials will be reviewed by a certified teacher to be in alignment to state standards and compliant with regulations?				
14. Does a certified teacher review curriculum materials?				
15. Is there a signed statement declaring the parents will abide by assessment requirements?				
16. Are receipts submitted for reimbursement for allowable items and related to courses identified on the student's ILP?				
17. Are the contracts or agreements for tutoring only for subjects that are allowed?				
18. Tutoring is not being provided by private/sectarian institutions. Is this correct?				
19. When applicable, does the ILP include tutoring as part of the instruction?				
20. Is there a certificated, highly qualified teacher assigned the responsibility of planning the instruction, evaluating student progress and coordinating with the tutor for any subject receiving tutoring assistance?				

**FUND ACCOUNTS (4 AAC 33.422)**

1. Is this student fund account used for instructional expenses only?				
2. Does the district provide information to parents concerning non-consumable materials?				
3. Does fund account information support that funds are being used appropriately?				
4. Fund accounts are not used to pay for special education services. Is this correct?				

**CORE COURSE REQUIREMENTS (4 AAC 33.426)**

1. Do the student's <b>core classes</b> equal or exceed the percentage of the student's elective classes? (Exception: Seniors requiring more elective for graduation than core courses)				
2. When applicable, if the student is enrolled in core course work outside of the correspondence program (public or private), is this identified in the student's file?				
3. There are no outside program courses being counted towards the student's core course requirements with the correspondence program. Is this correct?				

<b>ENROLLMENT OF STUDENTS (4 AAC 33.430)</b>				
1. Does this student's public program enrollment equal an FTE less than or equal to "1"?				
2. When applicable, is the student's course enrollment information for other educational programs available?				
3. Does course information include: the source of the course, course subject, course credit, and sufficient information supporting identification of a substantially similar course?				
4. There is no evidence the student is concurrently enrolled in a substantially similar course with a different educational program, including a private school. Is this correct?				
5. There is no evidence the student is enrolled any course they have already earned credit for with a different educational program (public or private). Is this correct?				
<b>ENROLLMENT OF SPECIAL EDUCATION STUDENTS (4 AAC 33.432)</b>				
1. When applicable, is there evidence supporting that the correspondence program provides special education and/or related services as indicated on the student's IEP?				
2. Does this student receiving special education/ related services have current evaluation documentation (current ESER "3 year" date)?				
3. Does this student receiving special education/related services have a current IEP?				

Comments: