



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>.

A screenshot of the login page for the Arkansas Department of Education's ADE Online Forms. On the left side, there is the Arkansas Department of Education logo and the text "Welcome to ADE Online Forms". On the right side, 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.

The screenshot shows the top navigation bar of the ADE Online Forms website. On the left is the Arkansas Department of Education logo and the text "Arkansas Department of Education Online Forms". On the right, the user name "Jane Doe" and a "Log Out" link are circled in red. Below the navigation bar, the main content area displays "Welcome to ADE Online Forms" and "Logged in user: Jane Doe", which is also circled in red. A list of links for various forms is provided, including "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 located at the bottom left of the form list.

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

This is a close-up screenshot of the form selection area. It shows the text "Logged in user: Jane Doe" and "Please select your form:". Below this is a list of links. A red arrow points to the link "ALE Program Description Approval Submission Form". The other links in the list are "Advanced Placement Incentive Program Expenditure Report", "Application for Program Approval for Gifted/Talented Education", "Charter School Open Enrollment", "Minority Recruitment Plan", and "Notice of Intent to Home School".



Complete the form with the information requested.

ALE Program Description Approval Submission Form

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

District Name: N. LITTLE ROCK SCHOOL DISTRICT
District's LEA Number: 6002000
Superintendent's E-mail:
Total number of buildings with ALE programs:
Director's Name:
Director's E-mail:
ALE Program Name:
Grade Levels of this ALE Program: [checkbox] K [checkbox] 1 [checkbox] 2 [checkbox] 3 [checkbox] 4 [checkbox] 5 [checkbox] 6 [checkbox] 7 [checkbox] 8 [checkbox] 9 [checkbox] 10 [checkbox] 11 [checkbox] 12
(Must select at least one grade level)

ALE programs operating in separate facilities, even if located within the same school district, are deemed to be separate individual programs requiring separate approval and separate reporting. Please complete a separate Program Description for each program.

ALE Physical Address:
City:
State:
Zip:
Phone #:
Cell #:
Fax #:
Next Save

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

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



Continue to complete the form with the information requested.



ALE Program Description Approval Submission Form

Please complete the following state-mandated components for every ALE provided by the district. 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. **What are** the type of placement, progress, and transitional **documentation used**. (4.02) (Grades, AYP, and Conferences.)

2. **Describe** the ALE Placement Criteria and Placement Procedures. How will the procedures be monitored and all team members included? (4.02)

3. **Describe** how the ALE is a supportive/non punitive environment. (4.01)

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.

A field is included at the bottom of this screen where all ALE attachments can be included.



When you are ready to attach your files, click the "Browse" button.

A screenshot of a web interface for uploading files. At the top, it says "Make sure you have included your district ALE forms as a Word Document." Below this, there is a "Browse..." button, a text field containing "No file selected.", and an "Upload" button. At the bottom, there are "Next" and "Save" buttons. A red arrow points to the "Browse..." button.

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.

A screenshot of the same web interface as above, but now a file has been selected. The "Browse..." button is now a text field containing the file name "ALE Program Description Approval Form Tutorial.docx". The "Upload" button is highlighted with a red arrow.

You will be prompted if your upload was successful.

A screenshot of a small dialog box with a green background and a grey border. It contains the text "File upload successful." and a "Close" button at the bottom.



Click the "Browse" button and follow the steps again to attach each file that you wish to submit. The name of any file you have uploaded will appear.

File Name
ALE Program Description Approval Form Tutorial.docx
ALE Program Contract.docx

When you have uploaded all necessary documents, you can click "Save" to save a copy of the document in order to log out and return to the document for completion later.

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

No file selected.

Record Saved.

Or, you can click "Next" to proceed.

The final page of the form is a confirmation statement for your review, with an affirmation statement.



Please read the statement and review all information. Click "Submit" to send your data.



ALE Program Description Approval Submission Form

By my signature below, I hereby certify that this is the program description for _____ 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: N. LITTLE ROCK SCHOOL DISTRICT

School District LEA Number: 6002000

Printed Name of Superintendent: KELLY E RODGERS JR

ALE Teacher/Director: abc

ALE Program Name: ABC

Telephone Number: 222-222-2222

Fax Number: 222-222-2222

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

DUE ON OR BEFORE March 31, _____

Mail Signature Page for Each Program to:

Lori Lamb
Arkansas Department of Education
Alternative Education Director
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 the ALE Program Office 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 for your records.

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

EXAMPLE



ALE Program Description Approval Submission Form

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

District Name:	District's LEA Number:	Total number of ALE programs:
N. LITTLE ROCK SCHOOL DISTRICT	6002000	10
Director's Name:	E-Mail:	
ALE Director	aledirector@school.k12.ar.us	
ALE Program Name: ABC ALE		
Grade levels of this ALE program: K, 8		
(Districts with more than one program must complete a separate Program Description for each program.)		
Address: 123 ABC Street, North Little Rock, AR 72116		
Phone#: 555-555-5555	Cell#: 555-555-5555	Fax#: 555-555-5555

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

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. What are the type of placement, progress, and transitional documentation used. (4.02) (Grades, AYP, and Conferences.)
This is a description of the placement, progress, and transitional document used.
2. Describe the ALE Placement Criteria and Placement Procedures. How will the procedures be monitored and all team members included? (4.02)
This is a description of the ALE Placement Criteria and Procedures and how the process will be monitored for my ALE.
3. Describe how the ALE is a supportive/non punitive environment. (4.01)
This is a description of how the ALE is a supportive/non punitive environment.
4. Describe the proposed teacher/student ratios and how ratios will be monitored on a regular basis. (4.03.3)
This is a description of the proposed teacher/student ratios and how they will be monitored on a regular basis.
5. Describe how individual counseling services will be provided. (4.01.2)
This is a description of how individual counseling services will be provided.



6. Describe how instruction will be supplemented by technology and list technology used. (4.04)
This is a description of how instruction will be supplemented by technology and lists the technology I use in my ALE.
7. A. Define Credit Recovery.
B. If Credit Recovery is a component of the ALE program, describe how it is used and list curriculum materials used. (4.04)
A. This is a definition of Credit Recovery.

B. This a description of how Credit Recovery is used and lists the curriculum materials used in my ALE.
8. Describe the general school curriculum and instructional methods used; how is it aligned with Arkansas standards? (4.04)
This is a description of the general school curriculum and instruction methods used and how they are aligned with the Arkansas standards.
9. If GED preparation is a component of the ALE program describe how it is used and list materials. (4.04)
What are the ages of students that participate in the GED preparation component?
GED prep is not a component of my ALE program.
10. Describe how SPED students placed in ALE will receive services and be monitored. §6-48-103 (4.01 & 4.02)
This is a description of how SPED students are placed in ALE will receive services and be monitored.
11. Describe the ALE Exit Criteria and how the transitional success will be monitored. (4.02)
This is a description of the ALE Exit Criteria and how the transitional success will be monitored.
12. Describe the behavioral and career centered intervention services being implemented in the ALE program and list programs being used. §6-48-103 (career ed, social skills curriculum, etc.)
This is a description of the behavioral and career centered intervention services being implemented in my ALE program.
13. Describe the immediate needs of the ALE program(s). (training, supplies, staff, etc.)
This is a description of the immediate needs of my ALE program.
14. Describe consortium arrangement(s) and attach a copy of the contract, MOU, or written agreement. (4.05.3)
This is a description of the consortium arrangements, including all participating districts. A copy of any contract, MOU, or written agreement should be uploaded below.



By my signature below, I hereby certify that this is the program description for _____ 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.

ABC

School District

School District LEA Number: 6002000

N. LITTLE ROCK SCHOOL DISTRICT

Printed name of Superintendent

KELLY E RODGERS JR

Signature of Superintendent

Date

Printed name of ALE Teacher/Director

abc

Signature of ALE Teacher/Director

Date

Telephone Number: 222-222-2222

Fax Number: 222-222-2222

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

DUE ON OR BEFORE MARCH 31,

Mail Signature Page for Each Program to:

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

Print your final submission and mail the original signed signature page for each program to the address specified.