# FY24 Alternative Education Survey Guidance

## Overview

T.C.A § 49-6-3404 requires the Advisory Council for Alternative Education to, upon request of the governor, the education committee of the senate, either education committee of the house of representatives, or the commissioner of education, make a report on the state of alternative education in this state.

## Alternative Education Survey in ePlan

The alternative education survey is submitted through ePlan. The report will open in ePlan on **Wednesday, May 15, 2024,** and must be submitted by **Thursday, Aug.15, 2024**. Directors of Schools and Alternative Education Directors have access to submit the report.

Office hours will be available on Thursdays at 10 a.m. CT beginning Thursday, May 16, 2024, through Thursday, August 15, 2024.
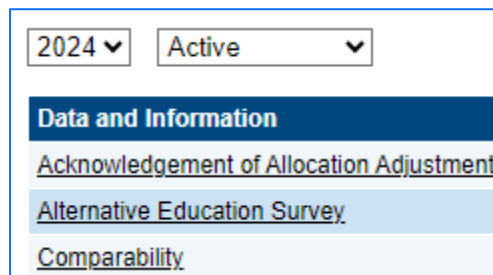
> **Microsoft Teams** Need help?
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> Meeting ID: 220 514 203 544
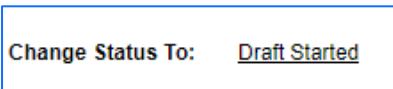> Passcode: NQsq6F

## Instructions

**Step 1:**  The report can be found in _ePlan.tn.gov > Data and Information > 2024 > Alternative Education Survey._



**Step 2:** At the top of the page, click _Draft Started._

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**Step 3:** Complete the **Cover Page.** Please ensure the contact information is appropriate.



Step 3: Select **Save and Go To Next Page to open the Alt. Ed. Survey**
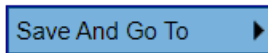


*Directions for Completing the Alternative Education Survey:*

1. Enter the Alternative School or Program Name and complete the required information in each row. If your LEA has multiple schools or programs, please add a row. Each Alternative School or Program must be in a separate row.
2. Identify if the alternative setting is a school or a program. State Board Rule 0520-01-02-09 defines alternative schools and programs as follows:
   - **Alternative school** means a short-term intervention program designed to provide educational services outside of the regular school program for students who have been suspended or expelled. Alternative schools are located in a separate facility from the regular school program.
   - **Alternative program** means a short-term intervention program designed to provide educational services outside of the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or be a self-contained program within a school. Alternative programs include, but are not limited to, night schools or in-school suspension.
3. Enter the name of the Principal/Program Coordinator.
4. Select yes or no to indicate if the person listed is the principal.
5. Enter the email address of the person listed.
6. Enter the contact number of the person listed.
7. Select yes or no to indicate mandatory attendance at the alternative school or program.
8. Select yes or no to indicate if transportation is provided to the alternative school or program.
9. Enter the total capacity for each specific alternative school or program.
10. Enter the total number of certificated staff assigned to each specific alternative school or program for the 2023-24 school year.

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11. Enter the total number of non‑certificated staff assigned to each specific alternative school or program for the 2023-24 school year.
12. Enter the number of students served for each grade in grades 1-12.

*Table Two*

13. Enter the total number of alternative schools.
14. Enter the total number of alternative education programs.
15. Enter the total number of classroom(s) serving alternative education students. (This is a combined number from all schools and programs within the LEA.)
16. Enter the number of students in grades 1-5, 6-8, and 9-12 placed in an alternative setting more than once in the 2023-2024 school year. (This is a combined number from all schools and programs within the LEA.)
17. Enter the average length of stay for students in grades 1-5, 6-8, and 9-12. (This is a combined total from all schools and programs within the LEA.)
18. Select Yes or No to indicate if the LEA has established an alternative education advisory committee.

*Primary Reason for Student Assignment*

*Note: Each placement should fit into one category. If a student was placed more than one time, they may be included in more than one category.*

19. Enter the total number of students placed in an alternative setting for zero (0) tolerance offenses during the 2023-24 school year. (This is a combined total for grades 1-12 for all schools and programs within the LEA.)
20. Enter the total number of students placed in an alternative setting for violations of school rules during the 2023-24 school year. (This is a combined total for grades 1-12 for all schools and programs within the LEA.)
21. Enter the total number of students placed in an alternative setting due to a need for an alternative education strategy during the 2023-24 school year. (This is a combined total for grades 1-12 for all schools and programs within the LEA.)
22. List any other reasons for placement into an alternative school setting. If there are no other reasons, enter N/A.

**Primary Reason for Student Assignment**

| | |
|---|---|
| [ ] | * Number of students placed in an alternative setting for zero tolerance offenses during the 2023-24 school year. |
| [ ] | * Number of students placed in an alternative setting for violation of school rules during the 2023-24 school year. |
| [ ] | * Number of students placed in an alternative setting due to a need for an alternative education strategy during the 2023-24 school year. |

* Please list any other reasons for placement into an alternative school setting during the 2023-24 school year.

*Alternative School/Program Elements*

23. Select Yes or No for each element.

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*Number of Special Faculty/Staff Available to Serve the Alternative School/Program During School Year 2023-2024,*

24. Please enter a number for each position. Enter a zero (0) for all areas that do not have staff. Select other if you have a position that is not listed and type in the position title. You may add rows as necessary.

*Additional Questions*

25. For questions 1 and 2, select a minimum of one item from each list.
26. Once all answers have been entered, select **Save And Go To** next page.
27. Select **Upload New** to upload a blank copy of the *LEA Transition Plan*.

| Go To ▶ | | |
| --- | --- | --- |
| **Required Documents** | | |
| **Type** | **Document Template** | **Document/Link** |
| (Alt. Ed Survey) Blank Transition Plan [Upload at least 1 document(s)] | N/A | Upload New |

28. Upload the Data File and select **Create**.

**Please select a file to upload.**

| Upload Data File: | ● Transition Plan ePlan Test Page.docx ✕ Remove |
| --- | --- |
| Document Name: | |
| | Create   Cancel |

*29.* Select ***Save and Go To Next Page***

Change status to ***Draft Completed***.

| Status: | Draft Started |
| --- | --- |
| Change Status To: | Draft Completed |

30. Return to Sections Page and change status to ***LEA Authorized Representative Approved*** or ***LEA Authorized Representative Returned Not Approved***

| Status: | Draft Completed |
| --- | --- |
| Change Status To: | LEA Authorized Representative Approved |
| | or |
| | LEA Authorized Representative Returned Not Approved |

For questions related to the Alternative Education Survey, please contact Leslie.Watson@tn.gov.

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