I. PURPOSE

A. To provide an official process to allow LEAs the ability to offer a Dropout Recovery Program to enhance the services provided to youth that have dropped out of high school.

II. BACKGROUND INFORMATION

A. Arizona Revised Statute 15-901.06 states that each school district and charter district that provides instruction to high school pupils may offer a dropout recovery program for eligible pupils.

III. PROCEDURE

A. If a charter district is sponsored by the Arizona State Board for Charter Schools:

   1. Charter holder shall submit a program of instruction amendment request to the Arizona State Board for Charter Schools that adds methods of instruction for the dropout recovery program.

   2. If necessary, the charter agreement shall be amended by the Arizona State Board for Charter Schools to be consistent with the additional of a dropout recovery program. Amendments necessary may include but not limited to:
      a) Expansion requests
      b) Charter mission amendment request
      c) Instructional days amendment request

B. All LEAs (including charters) shall submit the following annually by June 30th to DropoutRecovery@azed.gov:

   1. Signed and completed Dropout Recovery Program assurance document
   2. Sample learning plan
   3. LEA definition of Satisfactory Monthly Progress
   4. If LEA uses a 3rd party provider, documentation of their regional accreditation

C. The ADE Office of Community Outreach staff shall:

   1. Review completed and signed Dropout Recovery Program assurance document within three (3) business days.
      a) If approved, forward to ADE School Finance to implement
      b) If rejected, return to LEA for changes
D. Once the Dropout Recovery Program is approved and active, the LEA shall:

1. Submit membership and program participation to ADE monthly
2. Submit satisfactory or unsatisfactory monthly progress to ADE monthly