

Revised: 09/01/2022	ARIZONA DEPARTMENT OF EDUCATION	DRAFT
SUPERSEDES: All Previous Versions	Dropout Recovery Programs <b>PROCEDURE</b>	SHEET -1 of 5 -
SUBJECT: Dropout Recovery Program (DRP) Procedures		

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. Interested LEA's must apply annually for Alternative School Status for the school year they wish to operate a DRP.

A1. Criteria for Alternative School Status

- a). A district school has adopted a mission statement that clearly identifies its purpose is to serve a specific student population that will benefit from an alternative school setting or a charter school that expressly states in their charter that its purpose is to serve a specific student population that will benefit from an alternative school setting.
- b). The educational program and related student support services of the school must align with the mission and charter (if applicable) of the school.
- c). Schools offering secondary instruction for academic credit used to fulfill the Arizona State Board of Education graduation requirements (in part or in full) must offer a high school diploma of graduation.
- d). The school will receive current year state assessment scores for their students.

Revised: 09/01/2022	ARIZONA DEPARTMENT OF EDUCATION	DRAFT
SUPERSEDES: All Previous Versions	Dropout Recovery Programs <b>PROCEDURE</b>	SHEET -2 of 5 -
SUBJECT: Dropout Recovery Program (DRP) Procedures		

e). The school must intend to serve students in one or more of the following categories that reflect an alternative school setting necessary for these students:

- Students who have a documented history of disruptive behavior issues.
- Students who have dropped out of school and are now returning.
- Students in poor academic standing as demonstrated by being at least one year behind on grade level performance or academic credits.
- Students who are primary caregivers or are financially responsible for dependents and, therefore, may require a flexible school schedule.
- Students who are adjudicated.
- Students who are wards of the state and are in need of an alternative school setting

f). All new and converted schools shall be audited for student enrollment verification prior to confirmation of alternative status. All other alternative schools will be subject to an audit of enrollment counts as deemed necessary by the Arizona Department of Education and/or the Arizona State Board for Charter Schools.

#### A2. Requirements for Alternative School Status

- Existing alternative schools must recertify each fiscal year.
- Schools must fill out the online application and upload their mission statement. The mission statement that is uploaded must be the one that is in effect on October 1st of the current school year.
- Schools must include total enrollment of students as of October 1st of the current school year and the number of students by category based on their initial enrollment. (List a student in one category only for online application).

Revised: 09/01/2022	ARIZONA DEPARTMENT OF EDUCATION	DRAFT
SUPERSEDES: All Previous Versions	Dropout Recovery Programs <b>PROCEDURE</b>	SHEET -3 of 5 -
SUBJECT: Dropout Recovery Program (DRP) Procedures		

- Arizona State Charter Board will review the list of charter school applicants as a verification point. Other alternative school sponsors will be contacted for verification if there is any abnormality or additional clarification needed regarding their applicants.

Alternative status is granted by application to the Arizona Department of Education and applies to the state accountability system.

Districts and charter holders (LEAs) must apply for alternative school status for their schools by filling out and submitting the application below. Please see the guidance document below to further clarify and for examples of how a school might verify student enrollment in any one category.

### A3. Alternative Status Timeline

- a). Application window opens in February
- b). Application window closes in March
- c). Application notices are released in May

B. Once approved for Alternative School Status, the LEA must reach out to [DropoutRecovery@azed.gov](mailto:DropoutRecovery@azed.gov) in the month of May, annually, to inquire about receiving the most recent and required DRP documents.

### B1. Required DRP Documents

- a) DRP Assurance
- b). A Written Learning Plan for the current SY with the student's information redacted
- c). Your agency's definition of Satisfactory Monthly Progress
- d). Regional Accreditation Documentation
- e). list of School Name and School ID in which your DRP operate

Revised: 09/01/2022	ARIZONA DEPARTMENT OF EDUCATION	DRAFT
SUPERSEDES: All Previous Versions	Dropout Recovery Programs <b>PROCEDURE</b>	SHEET -4 of 5 -
SUBJECT: Dropout Recovery Program (DRP) Procedures		

f). Charter District must also include your Program of Instruction and any amendments (if necessary)

C. 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 addition 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

D. All LEAs (including charters) shall submit the following annually in June to [DropoutRecovery@azed.gov](mailto:DropoutRecovery@azed.gov):

1. Signed and completed Dropout Recovery Program assurance document
2. Completed written learning plan with the student's identifying information redacted. The learning plan must contain the following:
  - Start and anticipated end dates
  - Courses to be completed by the pupil during the academic year
  - Specify if the courses listed will be taken sequentially or concurrently
  - Expectations for satisfactory monthly progress
  - Expectations for contact with the pupils assigned mentor
3. LEA definition of Satisfactory Monthly Progress

<b>Revised:</b> <b>09/01/2022</b>	<b>ARIZONA</b> <b>DEPARTMENT OF EDUCATION</b>	<b>DRAFT</b>
<b>SUPERSEDES:</b> <b>All Previous</b> <b>Versions</b>	<b>Dropout Recovery Programs</b> <b>PROCEDURE</b>	<b>SHEET</b> <b>-5 of 5 -</b>
<b>SUBJECT:</b>		<b>Dropout Recovery Program (DRP) Procedures</b>

4. If LEA uses a 3<sup>rd</sup> party provider, documentation of their regional accreditation
  5. List of the school names and identification numbers in which your DRP operates
  6. Charter Districts must also include your Program of Instruction and any amendments (if necessary)
- E. Once the Dropout Recovery Program is approved, proper documentation will be sent to ADE School Finance Unit in July for the LEA to become active within the payment system. It takes approximately 3 weeks for LEA to become active within the payment system once that LEA's information is sent to the ADE School Finance Unit.