



# ARIZONA DEPARTMENT OF EDUCATION

## Dropout Recovery Program Procedures

Revised: 9/5/2023

### 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 first apply/renew annually during the Alternative School application window, which opens in February leading into the following school year they wish to operate a DRP. This window closes in March, and alternative school status notices are released in May for the upcoming school year.

B. Please click on the following link for additional information regarding Alternative School status requirements and application:

<https://www.azed.gov/accountability-research/altschools>

C. Once approved for Alternative School Status, the LEA will need to complete the following for DRP approval (*for initial DRP approval only*):

a) DRP Assurance

b) List of School Name and School ID in which your DRP operates

c) Written Learning Plan template containing 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



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- d) Your agency's definition of Satisfactory Monthly Progress
  - e) If LEA uses a 3rd party provider, documentation of their regional accreditation
  - f) *Charter Schools Only*
    - If a charter district is sponsored by the Arizona State Board for Charter Schools:
      - 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.
      - 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:
        - Expansion requests
        - Charter mission amendment request
        - Instructional days amendment request
- D. Submit documents to [DropoutRecovery@azed.gov](mailto:DropoutRecovery@azed.gov).

#### IV. QUESTIONS?

- A. If you have any questions or require assistance, please reach out to [DropoutRecovery@azed.gov](mailto:DropoutRecovery@azed.gov).