



# ARIZONA DEPARTMENT OF EDUCATION

## Dropout Recovery Program Procedures

- I. PURPOSE:
  - A. To provide an official process to allow LEAs the ability to 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. Prerequisites: Prior to applying to offer a DRP, all interested LEAs must complete prerequisite (a), and Charter Districts must complete prerequisite (b).
    - a. Apply for Alternative School status: LEAs interested in offering a DRP must be approved to have alternative school status. Alternative schools are governed by [ARS §15-796](#), with [guidelines for applying and renewing](#) managed by the [Accountability & Research](#) unit at ADE.
    - b. Charter Schools must obtain Arizona State Board for Charter Schools (ASBCS) permission: If the DRP is part of or encompasses a Charter School, the ASBCS must approve an amended or extant charter agreement consistent with the adoption and addition of a DRP.
  - B. Application requirements: Submit all documentation and application requirements to the [DropoutRecovery@azed.gov](mailto:DropoutRecovery@azed.gov) inbox. For schools intending to begin operations on July 1<sup>st</sup>, applications must be received by June 15<sup>th</sup> to provide sufficient timely consideration. Please submit earlier. ADE shall consider applications with good-faith expectations of completion or outstanding requirements or amendments. LEAs shall receive notification of application status within 30 days of receipt.
    - a. **Documentation of LEA and School information:** Official LEA name and ID/CTDS, and all school names and IDs/CTDS for each school where the LEA operates or intends to operate a DRP.
    - b. Signed and completed **Dropout Recovery Statement of Assurance**.
      - 1. LEAs should submit one Assurance document for each LEA.
      - 2. Each document must be:
        - a. Present-dated (a new one each year); and,
        - b. Signed by an appropriately empowered LEA official.



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- c. An example of a student's school-specific **Written Learning Plan (WLP)**. Do not submit unredacted student data, as required by FERPA. The WLP must contain:
  - 1. The start date and anticipated end date of the plan.
  - 2. Courses to be completed by the pupil during the academic year.
  - 3. Whether courses will be taken sequentially or concurrently.
  - 4. State competency exams to be taken, as necessary.
  - 5. Expectations for **Satisfactory Monthly Progress (SMP)**.
  - 6. Expectations for contact with the pupil's assigned mentor.
- d. LEA's full definition of **Satisfactory Monthly Progress (SMP)**, on school or LEA letterhead, or with attestation as approved by LEA governing board or leadership.
  - 1. SMP definition must expect a full-year student to earn *no less than* 5.5 graduation credits per year, at a rate of  $\frac{1}{2}$  credit per month.
  - 2. No provision of the SMP definition may reduce or minimize the  $\frac{1}{2}$  credit per month/5.5 credits per year requirement, for any reason.
- e. LEAs receiving services of a third-party provider (educational management organization (EMO)) have additional requirements, including maintaining responsibility for verifying and documenting:
  - i. EMO's current **regional accreditation**, including expiration date.
  - ii. Affirmation of verification of **teacher licensure** qualifications for each teacher provided by the EMO, including:
    - 1. A valid, current teaching license from any state;
    - 2. A valid, current Arizona fingerprint clearance card pursuant to [§15-534](#); and,
    - 3. Evidence that teachers of core subjects are highly qualified in each of their assigned subjects.
- f. If operated by a Charter District, the LEA must affirm receipt of approval to operate a DRP from the [Arizona State Board for Charter Schools \(ASBCS\)](#). ADE will then verify directly with ASBCS that the Charter meets the following requirements:
  - 1. Charter Districts are required to have a current and valid program of instruction with ASBCS that includes methods of instruction for the DRP.
  - 2. As necessary, the charter agreement must be amended by ASBCS to be consistent with the addition of a DRP. Including, but not limited to:



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- a. Expansion requests
  - b. Charter mission amendment requests
  - c. Instructional days amendment requests
- C. Submission: Application Shortlist and all additional required attachments must be submitted to [DropoutRecovery@azed.gov](mailto:DropoutRecovery@azed.gov). Upon receipt, ADE shall determine if the LEA is eligible for to operate the DRP.
  - a. Tentative Approval may be granted to new entities, pending approval of Alternative School status and/or requirements from ASBCS.
  - b. Provisional Approval may be granted to existing entities, pending approval of Alternative School status and submission of annual reporting requirements.
  - c. Full Approval may be granted once all required submissions have been satisfactorily received and all requirements have been met.

#### IV. REQUIREMENTS

- A. Upon receiving Full Approval, LEAs must send proper documentation to ADE School Finance in July for the LEA to become active within the payment system. Note School Finance procedures may take three weeks to activate.
- B. All DRPs must submit to annual monitoring activities conducted by ADE.
- C. All LEAs operating a DRP and all EMOs providing DRP services to LEAs are required to submit an individual Annual Report in the format required by ADE, by July 31<sup>st</sup> following the academic year. Failure to sufficiently meet reporting requirements, or failure to correct submitted documents in a timely manner may result in revocation of Provisional Approval of DRP status.