

Amendments to Multi-District Certification

Per §22-30.7-109.5 C.R.S., multi-district online schools are no longer required to undergo a recertification process. However, major changes such as a change in authorizer, education service provider (ESP) or grade level changes require an amendment to the original certification. The amendment (s) must be submitted to the Office of Online and Blended Learning no later than April 1, 2014, but submissions will not be accepted prior to January 2, 2014. The amendments will be reviewed by both internal and external reviewers and will be evaluated based on the criteria contained in the rubric used for the Multi-District Online School certification. The Office of Online and Blended Learning will notify the online school of its decision within 30 days of receipt of the amendment. If the amendment is not approved, the online school and its authorizer may appeal to the State Board of Education within 30 days of notification that the amendment to certification has been denied.

Each amendment submission should contain:

- Cover Page (See below)
- Letter of Explanation – This letter should provide a description and rationale for the proposed changes to the original certification.
- Certification Regarding Compliance with Quality Standards (See below)
- Relevant sections of the Multi-District Online School Certification

The sections required for each type of amendment are listed in this document and the prompts for each section are located within the full multi-district certification application:

http://www.cde.state.co.us/sites/default/files/Certification_Application_1314_2.pdf

Authorizers and schools are encouraged to utilize the Multi-District Online School Certification Rubric as they write and develop an amendment:

http://www.cde.state.co.us/sites/default/files/ReviewRubric_2013_updated_0.pdf

Amendments should be submitted by email as a pdf document. Append all supporting documentation and submit as a separate email attachment. The Application Cover Page and Certification Regarding Compliance with Quality Standards page must contain the appropriate signatures and/or initials on the digital copy.

Amendments to certification should be submitted between January 2, 2014 and April 1, 2014 to:

Renee Martinez, Online & Blended Learning Specialist at martinez_r@cde.state.co.us

The Office of Online and Blended Learning is happy to assist authorizers and schools in the development of their amendments to certification prior to the official submission. Please contact the Office of Online and Blended Learning with questions or if you require technical assistance.

Amendment to Certification Cover Page

| Authorizer Contact Information | | |
|--------------------------------|--------------------------|--|
| Authorizer District Name | Authorizer District Code | |
| Contact Person | Position Title | |
| Phone number | Email Address | |

| Online School Contact Information | | |
|-----------------------------------|--------------------|----------------|
| Name of the Online School | Online School Code | |
| Contact Person | Phone | E-mail address |

| Type of Amendment (check all that apply) | | |
|---|---|---|
| <input type="checkbox"/> Change of Authorizer | <input type="checkbox"/> Education Service Provider (ESP) | <input type="checkbox"/> Grade Level Change |

I hereby certify that I am the Applicant's chief school/administrative officer and that the information contained in this amendment is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations.

| | | |
|---|------|-----------|
| | | |
| Authorizer: Printed Name and Title | Date | Signature |
| (Signature should be the District Superintendent, or other person with signature authority for the district.) | | |
| | | |
| Online School: Printed Name and Title | Date | Signature |

Certification Regarding Compliance with Quality Standards

(To be certified by Authorizer)

Through the process of developing this amendment to certification, the Authorizer has reviewed the structure, program plan and operations of the Online School and finds that it meets exceed the following quality standards in the administration of program and delivery of curriculum:

| Quality Standards | Authorizer Initial |
|--|--------------------|
| 3.02.1 The Online School involves representatives of the Online School’s community, as well as staff, in a collaborative process to develop and communicate the Online School's vision, mission, goals and results, in a manner appropriate to the online model for that program. The Online School provides leadership, governance, and structure to support this vision and these supports are used by all staff to guide the decision-making. | |
| 3.02.2 [Expired 05/15/2011 per Senate Bill 11-078] | |
| 3.02.3 The Online School has, or has a plan and timeline in place to accomplish, the technological infrastructure capable of meeting the needs of students and staff, and of supporting teaching and learning. The Online School uses a variety of technology tools and has a user-friendly interface. The Online School meets industry accepted accessibility standards for interoperability and appropriate access for learners with special needs. Technological support structures and programs are in place to reduce barriers to learning for all students. | |
| 3.02.4 The Online School has, and implements, a technology plan that includes (but is not limited to) documentation that all students and Parents know and understand acceptable use of the internet in accordance with all federal and state statutes. When providing direct services (for example, ISP, computer equipment or "at location") to students, the Online School will use filtering software to prevent access to inappropriate materials. | |
| 3.02.5 Online Schools must comply with all statutory requirements, including the existing budgetary reporting procedures under state law, as well as being consistent with the format required by the authorizing entity. Budgets and accounting records must be transparent, open to the public, and demonstrate support of student academic achievement. | |
| 3.02.6 Online School demonstrates levels of attainment of statewide performance indicators that meet expectations established by the Department’s annual performance review as described in §22-11-210, C.R.S. | |
| 3.02.7 The Online School’s Teachers use ongoing, research based formative and summative assessments to measure student academic performance. Students have varied opportunities to demonstrate mastery of skills, show academic progress, and receive meaningful feedback on their learning. | |

| Quality Standards | Authorizer Initial |
|---|--------------------|
| 3.02.8 An Online School has a policy regarding course completion. | |
| 3.02.9 An Online School follows policies for tracking attendance, participation, and truancy. The policy includes documentation of Teacher / student interaction. | |
| 3.02.10 The Online School has a policy, and the infrastructure to store, retrieve, analyze and report, required student, Teacher, financial, and other required data collections. | |
| 3.02.11 The Online School has a policy providing guidance counseling services as appropriate to grade level and student need. | |
| 3.02.12 The Online School has a policy guiding school/home communication about student and program progress, school governance, and school accountability that is relevant, regular, and available in native language where reasonable. | |
| 3.02.13 Instructional strategies, practices, and content address various learning needs and styles of students. The Online School uses a body of evidence to identify advanced, under-performing, economically disadvantaged, or other special needs students. The Online School will work with its Authorizer to ensure that support structures and programs, including but not limited to, Title I, ESL, Special Ed., and Gifted and Talented, are integrated into the school’s instructional program to promote and support student learning. | |
| 3.02.14 The Online School evaluates the degree to which it achieves the goals and objectives for student learning. There is a systematic process for collecting, disaggregating, managing, and analyzing data that enables the Online School’s leadership, Teachers, Parents, students, community members and other stakeholders to determine areas of strength and challenge. The data collected are analyzed using a systems approach, and the analysis includes the use of the school performance reports required pursuant to §22-11-503, C.R.S. | |
| 3.02.15 The Online School shall ensure that background checks in accordance with law are performed on all volunteers and paid staff, including but not limited to Mentors, Teachers, Administrators, or any other persons in unsupervised contact with the student, except Parents supervising their children’s educational program. | |

Dated this _____ day of _____, 20_____.

Authorizer:

Printed Name and Title

Signature

Change of Authorizer

The purpose of certification is to verify that:

1. The authorizer has the resources and capacity to oversee the online school.
2. The authorizer has documented and verified that the online school meets an acceptable level of compliance with the Quality Standards.
3. The authorizer and the online school have agreed on a plan for operating the multi-district online school.

As such, a change of authorizer affects all components of a certification and all of the following sections of the multi-district online school certification application must be submitted for review. All sections need not be revised, however the authorizer and online school should carefully review all sections together and amend relevant sections to reflect the oversight of a new authorizer and ensure that all sections meet the criteria as outlined in the current multi-district online certification rubric.

Part 1: Adequacy of Resources and Capacity of Authorizer to Oversee the Online School

- 1.1 Curriculum and Instruction
- 1.2 Use of Software Applications and Technology
- 1.3 Data Gathering, Analysis and Reporting (Management)
- 1.4 Human Resources Management
- 1.5 Financial Management, Facilities Management and Risk Management
- 1.6 Other Relevant Public Education Administrative Functions

Part 2: Compliance with Quality Standards for Online Schools

- 2.1 Review Process/Plan

Part 3: School Management Contracts*

*This section must only be completed if the online school contracts with an Education Service Provider for management services.

- 3.3 Include a Term Sheet Setting Forth the Proposed Duration of the Contract
- 3.4 Attach a Draft of the Proposed Management Contract
- 3.5 Explain the Relationship Between the Online School's Authorizer Board and the ESP
- 3.6 Explain Which Staff Will Report to or be Paid by the ESP

Part 4: Plan for Operating the Online School

- 4.1 Vision, Mission and Goals
- 4.2 Organizational Structure and Governance of the Online School
- 4.3 Equitable Access for all Students
- 4.4 Guidance Counseling for all Students
- 4.5 Student Academic Credit Policies
- 4.6 Student Achievement and Attendance Policies
- 4.7 Student Records Policies
- 4.8 Student Placement Policies and Procedures
- 4.9 Staff Development Plans
- 4.10 Student Services, Including Tutorial Support
- 4.11 Staff, Student and Parent Handbooks
- 4.12 Employment and Contractor Policies and Procedures
- 4.13 Annual Budget and Finance Practices
- 4.14 Facility Plans
- 4.15 Risk Management
- 4.16 Data Development Analysis and Reporting
- 4.17 Communication Among the Online School, Parents, Community and School Districts in which Students Enrolled in the Multi-district Online School Reside

Change of Education Service Provider (ESP)

The primary purpose of this amendment is to document that the authorizer, online school and education service provider have agreed on the oversight and operations of the school such that the online school meets the Quality Standards and effectively serves the target population of students. All sections of Part 3 must be completed and submitted for a change in education service provider. Sections in Part 1 and Part 4 directly influenced by the ESP should also be amended and submitted, though relevant sections may vary by grade level, instructional model and management contract.

Part 1: Adequacy of Resources and Capacity of Authorizer to Oversee the Online School

- 1.1 Curriculum and Instruction
- 1.2 Use of Software Applications and Technology
- 1.3 Data Gathering, Analysis and Reporting (Management)
- 1.4 Human Resources Management
- 1.5 Financial Management, Facilities Management and Risk Management
- 1.6 Other Relevant Public Education Administrative Functions

Part 3: School Management Contracts

- 3.1 Provide an Explanation of how and why the ESP was Selected
- 3.2 Provide a Detailed Explanation of the ESP's Success
- 3.3 Include a Term Sheet Setting Forth the Proposed Duration of the Contract
- 3.4 Attach a Draft of the Proposed Management Contract
- 3.5 Explain the Relationship Between the Online School's Authorizer Board and the ESP
- 3.6 Explain Which Staff Will Report to or be Paid by the ESP
- 3.7 Provide Evidence that the Corporate Entity is Authorized to do Business in Colorado

Part 4: Plan for Operating the Online School

- 4.1 Vision, Mission and Goals
- 4.2 Organizational Structure and Governance of the Online School
- 4.3 Equitable Access for all Students
- 4.4 Guidance Counseling for all Students
- 4.5 Student Academic Credit Policies
- 4.6 Student Achievement and Attendance Policies
- 4.7 Student Records Policies
- 4.8 Student Placement Policies and Procedures
- 4.9 Staff Development Plans
- 4.10 Student Services, Including Tutorial Support
- 4.11 Staff, Student and Parent Handbooks
- 4.12 Employment and Contractor Policies and Procedures
- 4.13 Annual Budget and Finance Practices
- 4.14 Facility Plans
- 4.15 Risk Management
- 4.16 Data Development Analysis and Reporting
- 4.17 Communication Among the Online School, Parents, Community and School Districts in which Students Enrolled in the Multi-district Online School Reside

Grade Level Changes

All of the following sections must be completed when adding a new grade(s) that changes the target population of the school and expands the range and type of student services that must be provided (e.g. A K-8 school that wishes to add high school grades (9-12) or a high school that wishes to add middle school grades (6-8)). Schools that are adding fewer than three grades at a level that is already served by the school need only submit the Cover Page, Quality Standards Page and a letter of explanation.

Part 1: Adequacy of Resources and Capacity of Authorizer to Oversee the Online School

- 1.1 Curriculum and Instruction
- 1.2 Use of Software Applications and Technology
- 1.3 Data Gathering, Analysis and Reporting (Management)
- 1.5 Financial Management, Facilities Management and Risk Management
- 1.6 Other Relevant Public Education Administrative Functions

Part 3: School Management Contracts*

*This section must only be completed if the online school contracts with an Education Service Provider for management services.

- 3.2 Provide a Detailed Explanation of the ESP's Success (Specific to the new target population)

Part 4: Plan for Operating the Online School

- 4.1 Vision, Mission and Goals
- 4.3 Equitable Access for all Students
- 4.4 Guidance Counseling for all Students
- 4.5 Student Academic Credit Policies
- 4.6 Student Achievement and Attendance Policies
- 4.8 Student Placement Policies and Procedures
- 4.9 Staff Development Plans
- 4.10 Student Services, Including Tutorial Support
- 4.11 Staff, Student and Parent Handbooks
- 4.13 Annual Budget and Finance Practices
- 4.14 Facility Plans (If applicable)
- 4.15 Risk Management
- 4.16 Data Development Analysis and Reporting
- 4.17 Communication Among the Online School, Parents, Community and School Districts in which Students Enrolled in the Multi-district Online School Reside