



Alternative School Application

Regular Session Instructions for Existing Schools

This application is now completed via Jotform. [Click here to access the application.](#)

This application is due by June 15, 2025. Please read the following instructions as you complete each section of the Regular School Application. As you are preparing the application, it is important to provide complete and accurate information. The information for the application is used to configure the school for the ISEE upload.

AT-RISK STUDENT QUALIFICATION CHECKLIST

To ensure the Regular Session Alternative School students meet the requirements of Idaho Law and are eligible for reimbursement, review the at-risk student qualifiers. The students attending the alternative school must meet the qualifications below.

An at-risk youth is any secondary student in grade 6 through 12 who meets any three of the criteria in Subsections (a) through (f) or any one of the criteria in Subsections (g) through (m).

- a. Has repeated at least one grade
- b. Has absenteeism that is greater than ten percent during the preceding semester
- c. Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program
- d. Has failed one or more academic subjects in the past year
- e. Is two or more semester credits per year behind the rate required to graduate or for grade promotion
- f. Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment
- g. Has a documented or pattern of substance abuse behavior.
- h. Is pregnant or a parent
- i. Is an emancipated or unaccompanied youth
- j. Is a previous dropout
- k. Has serious personal, emotional, or medical issue(s)
- l. Has a court or agency referral
- m. Demonstrates behavior that is detrimental to their academic progress

SECTION-BY-SECTION INSTRUCTIONS

School Information

Provide all required information, including the school name, school district or charter name, and LEA number. For the school address, include the street address, city, and zip code where the Alternative School will be physically located. List all required contact information for the school, School Administrator, and District Superintendent.

Additional School Information

Check all possible grades that the Alternative School will serve for the upcoming year. Indicate whether the Alternative School has a separate accountability rating and issues a unique diploma. If the school **is** accredited, list the date of current accreditation (and type “N/A” in the Name of Sponsoring School box). If the school **is not** accredited, list the name of the sponsoring school (and list today’s date in the Date of Current Accreditation box).

Enrollment

Eligible students are those enrolled in grades 6-12 during the regular school year; 5th-grade students cannot be included. All students must meet the at-risk qualifiers defined in Idaho Code §§33-1001(3) and listed on page one (1) of these instructions.

List the Alternative School’s enrollment per grade from the current year, followed by the total. If the district **is not** operating an alternative school this year, type “N/A” into all boxes of the current enrollment question. If the district **is** operating an alternative school but students are not enrolled in some of the grades listed, put a zero (0) in the box for that grade.

Fill in the anticipated enrollment for each grade, followed by the total. This information is used to determine the school’s grades. If students will not be enrolled in a given grade, put a zero (0) in the box for that grade. If students are not currently enrolled in a grade, but there may be one, put a one (1) in the box for that grade. This will prevent the ISEE data from being rejected when it is uploaded.

Idaho Alternative School Assurances

This page indicates compliance with Idaho Code 33-1001(3), 33-1201, and Idaho Administrative Rules (IDAPA 08.02.03.110). Please read each section carefully and check each box to indicate that the Alternative School meets all requirements.

Signature

The application is designed so that you can attach your signature electronically. Only the Alternative School Administrator is required to sign the form; however, signing indicates that you have discussed the contents of the application with the District Superintendent.

As an authorized representative of your school district, your signature indicates your district's compliance with Idaho State Law in regard to the operation of your Alternative Secondary School Program and that the information in the application is true and accurate.

Email Receipt

Enter the email addresses of the District Superintendent, Alternative School Administrator, and an optional third recipient to receive a copy of the submitted application.

For Questions Contact

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