



Alternative School Application

Summer Session Instructions

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

This application is due by April 15, 2025. Please read the following instructions as you complete each section of the Summer 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. When looking at the student population for summer school, only students who meet the at-risk qualifiers may be submitted for reimbursement. Alternative schools cannot require students to pay fees for materials or making up a credit.

AT-RISK STUDENT QUALIFICATION CHECKLIST

To ensure the Summer Alternative School students meet the requirements of Idaho Law and are eligible for reimbursement, review the at-risk student qualifiers. The Summer Alternative School is not for credit recovery of the general student population; the students 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 (on a 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 Summer Alternative School will be physically located. List all required contact information for the school, School Administrator, and District Superintendent.

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 Summer Alternative School's anticipated enrollment for each grade, followed by the total. Students enrolled in 6th grade during the current school year are eligible for summer school; students enrolled in 5th grade during the current school year are not eligible. This information is used to determine the school's grades.

If students' attendance is submitted for reimbursement, those students must meet the at-risk qualifiers.

Instructional Questions

Please give detailed answers to the statements and questions below, ensuring that your response addresses the specific question or statement. When answering the questions in this section, please be mindful of the IDAPA 08.02.02.110 rules:

"Alternative instructional programs are those that provide special instructional courses and offer special services to eligible at-risk youth to enable them to earn a high school diploma.

Designated differences must be established between the alternative school programs and the regular secondary school programs. Alternative secondary school programs will include course offerings, teacher/pupil ratios and evidence of teaching strategies that are clearly designed to serve at-risk youth, pursuant to Section 33-1001, Idaho Code.”

Questions #1-2

Select “Yes” or “No.” These questions help with the accreditation, alignment, and reporting for the alternative schools.

Question #3

Describe the focus of the summer school program. Also include an explanation of how the instruction is specifically designed to meet the needs of the at-risk students. The purpose of this question is to explain how the summer school operates and provide background for answering questions that might arise from other groups at the Idaho Department of Education.

Discuss if the summer school program is designed for: credit recovery for qualified at-risk students; academic and/or study skills to help students with the transition between middle and high school; credit enhancement (an opportunity for alternative-school students to take additional classes that aren’t offered during the regular year); or something completely different.

Question #4

A schedule must be included with your application. It must contain information for the following sub-categories:

- a. Start and end dates of each summer session.
- b. Which days of the week instruction will take place (e.g., M-W-F, M-F, etc.).
- c. Instructional time per day. For each day of instruction, indicate the number of hours the students are under the direct instruction of the teachers. This does not include breaks, lunch, study time, independent study, or hours for the counselor or administrator.
- d. Total hours. To reach a total, add the instructional hours per day and multiply that sum by the number of school days for the Summer Alternative School. It should total a minimum of 225 hours for the summer session. Individual students are not required to attend all 225 hours.
- e. Subjects to be taught. List **all** classes that the Summer Alternative School will offer.
- f. List of teachers. List all teachers associated with each of the classes. For the Summer School, we will accept “To Be Determined,” as we know you may be confirming teachers.

Example Class Schedule

Summer School: 28 school days

Subjects	Teachers	Days of Week	Instructional Time
Reading & Language	Mr. Smith	M-F	8:00-11:30 AM
Math	Ms. Jones	M-F	12:00-3:30 PM
Government	Mr. Andersen	M-F	8:00-11:30 AM
English	Ms. May	M-F	12:00-3:30 PM
Math	Mr. Hernandez	M-F	12:00-3:30 PM
Counselor	Ms. Howard	As needed	N/A

Example Total of Instructional Time

1. Total the instructional time for all courses offered in a day
 - a. (3.5-hour courses) x (5 courses a day) = 17.5 hours per day
2. Multiply the daily instructional time by the number of days the summer school is open
 - a. (17.5 hours per day) x (28 days) = 490 total instructional hours

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 Summer Alternative School meets all requirements. The special services section is optional for summer school.

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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