



INDIANA
DEPARTMENT *of*
EDUCATION

Alternative Education Grant Toolkit

2024-2025

Indiana Department of Education

100 N. Senate Ave.

Indianapolis, IN 46204



in.gov/doe

Alternative Education Grant Toolkit Overview

The *Alternative Education Grant Toolkit* includes resources and suggested activities designed to support the implementation of Indiana’s Alternative Education Grant within schools and corporations.

Eligibility: Eligibility for this grant opportunity includes public local educational agencies (LEAs) described in [Indiana Code \(IC\) 20-30-8-16](#), which outlines calculation determinations for full time equivalent (FTE) students.

Grant Timeline

2024-2025 Grant Timeline	
Date	Task
July 1, 2023 - June 30, 2024	IDOE’s Data Exchange Alternative Education Report
May 20 - June 30, 2024	FTE Student Report Submission Window
June 2 - September 30, 2024	Application Renewal Window
August 1 - 15, 2024	Alternative Education Grant Application Review
September 1, 2024	Alternative Education Grant Distributions

Process Resources

- [IDOE’s Data Exchange Knowledge Hub](#)
- [IDOE’s Alternative Education Moodle Course](#)
 - Located under the Course Category: Student Pathways & Opportunities
 - Enrollment key: alted101
- [Alternative Education Grant Application Review Template](#)
- [IDOE’s Alternative Education Webinar: End of Year Reporting & Grant Renewal](#)
- [Alternative Education Frequently Asked Questions \(FAQs\)](#)
- [Individualized Service Plan \(ISP\) Template](#)
 - [Download Google Copy](#)
 - Corporations that do not utilize Google can use the following instructions to create a [Jotform](#) template.
 1. Log in or create a new account [here](#).
 2. Click the “Create Form” button in the upper-left corner.
 3. Choose the “Import Form” option.
 4. Choose “From a webpage” and paste [this link](#).
 5. Click “Create Form,” and the form will be duplicated in your account.

Submission Resources

- [2024-2025 Alternative Education Program Renewal Application](#)
- [Alternative Education FTE Report Request to Participate Database](#)
- [IDOE Data Validation Portal](#) (Data Exchange Reporting)
- [IDOE LINK Portal](#)

Budget Code Guide

When contemplating whether an expenditure is allowable, ask the following questions:

1. Is it beyond the general education expense and specific to alternative education?
2. How does the expense impact the program?
3. Does this investment provide the greatest return for alternative education students and families and the program as a whole?

**All programs are required to keep a record of their expenditures for auditing compliance.*

Example Expenditures & Budget Codes	
Budget Code: 100	Salaries
<ul style="list-style-type: none"> ● Salaries for teachers and instructional assistants ● Stipends for alternative education teachers to attend or deliver professional development <ul style="list-style-type: none"> ○ Must include the number of educators and their title/role 	
Budget Code: 200	Benefits
<ul style="list-style-type: none"> ● Benefits proportionate with time devoted to alternative education students ● Benefits related to substitute pay corresponding to substitute salary 	
Budget Code: 300	Professional & Technical Services
<ul style="list-style-type: none"> ● Event registration, which must include a brief description of the event on how it relates to alternative education best practices and a cost breakdown ● Alternative education curriculum training <ul style="list-style-type: none"> ○ Include number of educators benefitting ● Alternative education expert guest speaker for in-house professional development <ul style="list-style-type: none"> ○ Include a cost breakdown ● College and career readiness platforms: <ul style="list-style-type: none"> ○ Examples: Naviance or Xello ● Virtual education curriculum platforms: <ul style="list-style-type: none"> ○ Examples: APEX, Edmentum, or Edgenuity ● Student wellness curriculum: <ul style="list-style-type: none"> ○ Examples: Why Try, Second Steps 	

<ul style="list-style-type: none"> ● Parent engagement initiatives: <ul style="list-style-type: none"> ○ Parent engagement events (cannot include food expenses) ○ Virtual communication systems and tools (e.g., SIS, Naviance, Remind 101) ● Community engagement: <ul style="list-style-type: none"> ○ Mentoring events (cannot include food expenses) <ul style="list-style-type: none"> ■ Example: Boys & Girls Club ○ Resources and materials 	
Budget Code: 500	Other Purchased Services
<ul style="list-style-type: none"> ● This could include transportation costs: <ul style="list-style-type: none"> ○ Additional bus routes for alternative education students ○ Transportation for alternative education field trips ○ Transportation for work-based or service-based learning 	
Budget Code: 600	Supplies
<ul style="list-style-type: none"> ● Materials and supplies: <ul style="list-style-type: none"> ○ Technology under \$5,000 per item (iPads, Chromebooks, or Smart Boards) ○ Classroom or office supplies ● Attendance or academic incentives for alternative education students 	
Budget Code: 700	Equipment (Over \$5,000 per item)
<ul style="list-style-type: none"> ● Materials and supplies: <ul style="list-style-type: none"> ○ Technology over \$5,000 per item ○ Study carrels, work stations, or other furniture 	
Budget Code: 800	Other Expenses
<ul style="list-style-type: none"> ● Professional memberships <ul style="list-style-type: none"> ○ Example: National Alternative Education Association (NAEA) Conference 	

Grant Activities

Permissible Grant Expenditures by Program Element
Multifaceted Identification
<p>Identification Tools</p> <p>Identification tools refers to materials and staff used to ensure comprehensive alternative education support for students, which may include the following:</p> <ul style="list-style-type: none"> ● Coaches (mentors) ● Instructional related services ● Extended contracts/hours

<ul style="list-style-type: none"> ● Pupil services/co-curricular ● Transportation ● Community partnerships ● Tutors: <ul style="list-style-type: none"> ○ A program may hire or contract with individuals or organizations for mentoring services ○ Reserved funds may be used to pay for extended contracts or hours for staff directly involved with the coordination, supervision, or delivery of academic or behavioral interventions and progress monitoring. ○ Contact outside vendors for behavioral health ○ Night-school to meet student needs ○ College and career exploration ○ Family and engagement ○ A program may hire or contract with individuals or organizations for tutoring services to carry out activities
<p>Technical assistance from alternative education experts with experience with Indiana Code requirements</p>
<p>Curriculum and Instruction</p>
<p>Personnel</p> <ul style="list-style-type: none"> ● Salaries for alternative education-specific employees ● Substitute teacher pay for alternative education professional development ● Stipends for summer professional development
<p>Direct Services for Learners</p> <ul style="list-style-type: none"> ● National Association for College Admissions Counseling (NACAC) College Fairs ● Indiana Commission for Higher Education: Next Level Programs of Study ● College Board ● Free Application for Federal Student Aid (FAFSA)
<p>Professional Development</p>
<p>Alternative Education specific conference registrations such as:</p> <ul style="list-style-type: none"> ● National Alternative Education Conference (NAEA) <p>Reimbursement for higher education for dual enrollment completion coursework</p> <ul style="list-style-type: none"> ● Teacher investment/incentive program
<p>Alternative Education specific workshop registration</p> <p>Administrators</p> <ul style="list-style-type: none"> ● Alternative Education student characteristics ● Identification tools and best practices ● Equity and access

<ul style="list-style-type: none"> • Program models • Data analysis
<p>Alternative Education specific workshop registration</p> <p>Teachers</p> <ul style="list-style-type: none"> • Alternative education student characteristics • Identification • Blended curriculum knowledge • Curriculum differentiation • Instruction
<p>Alternative education workshop registration</p> <p>Counselors</p> <ul style="list-style-type: none"> • Support for parent groups • Community outreach
<p>Guidance and Counseling</p>
<p>Alternative education specific workshop registrations:</p> <ul style="list-style-type: none"> • National Alternative Education Conference • Monthly IDOE webinar participation • Indiana Learning Labs • Community outreach • Blended curriculum practices • Student wellness • IDOE annual conferences
<p>Program Evaluation</p>
<p>An outside review or formal program evaluation by experts in alternative education is recommended every five years to set the direction for program improvement.</p>
<p>Alternative education specific workshops</p> <p>Family and Community</p> <ul style="list-style-type: none"> ○ College and career readiness

Alternative Education Calendar

Alternative Education Calendar	
July	<ul style="list-style-type: none"> <input type="checkbox"/> IDOE AL reporting via Data Exchange begins on July 1, 2024, for the 2024-2025 school year <input type="checkbox"/> IDOE AL reporting certification via Data Exchange for the 2023-2024 school year
August	<ul style="list-style-type: none"> <input type="checkbox"/> Alternative Education Grant allocations determined
September	<ul style="list-style-type: none"> <input type="checkbox"/> Alternative Education webinar <input type="checkbox"/> Alternative Education Grants distributed <input type="checkbox"/> Alternative Education Program Renewal Application deadline: September 30, 2024
October	<ul style="list-style-type: none"> <input type="checkbox"/> National Alternative Education Association (NAEA) conference <input type="checkbox"/> Alternative Education program renewal application review process
November	<ul style="list-style-type: none"> <input type="checkbox"/> Alternative Education webinar <input type="checkbox"/> Alternative Education Program Renewal Approval notification
January	<ul style="list-style-type: none"> <input type="checkbox"/> Alternative Education webinar
March	<ul style="list-style-type: none"> <input type="checkbox"/> Alternative Education webinar
May	<ul style="list-style-type: none"> <input type="checkbox"/> Alternative Education webinar <input type="checkbox"/> IDOE AL and FTE memo will be sent to approved LEAs <input type="checkbox"/> FTE window opens on May 19, 2025 <input type="checkbox"/> Alternative Education program renewal application window opens on May 19, 2025
June	<ul style="list-style-type: none"> <input type="checkbox"/> FTE Report due by June 30, 2025 <input type="checkbox"/> Alternative Education program renewal application due by June 30, 2025 <input type="checkbox"/> IDOE AL reporting due via Data Exchange by June 30, 2025

Reporting Contact

Contact IDOE's [Alternative Education team](#) with additional questions.