# Affiliate Online School Program Application

## Getting Started

1. Refer to the [Guide to Online Learning](https://ospi.k12.wa.us/sites/default/files/2023-08/onlinelearning_guide_2020-21.pdf).
2. Review the questions and prepare responses. A list of questions is included in this document.
3. Locate the link to the [affiliate approval application form](http://survey.alchemer.com/s3/3778996/Affiliate-Approval-Application). This link will take you to the application form.
4. Prepare the [required assurance letter](https://ospi.k12.wa.us/student-success/learning-alternatives/online-learning/assurances) signed by the district superintendent. This file will be uploaded at the end of the application.

Questions? Please contact Learning Options at [learningoptions@k12.wa.us](mailto:learningoptions@k12.wa.us).

*Please fill out the* [affiliate approval application](http://survey.alchemer.com/s3/3778996/Affiliate-Approval-Application) *version of this document. This document is for your records.*

## Online School Program

Program Name:

District:

Grades Served (K-12; 9-12; etc.):

## Program Contact Information

Web Address:

Email Address:

Phone Number:

## Affiliate Provider Information

***Affiliation:*** *Please select all the approved online course providers you will be affiliated with:*

[ ] Accelerate Education

[ ] ACCEL Schools

[ ] Apex Learning

[ ] ASU Prep Digital

[ ] Bellevue Digital Discovery

[ ] BYU Independent Study

[ ] cFitness Academy by Carone Learning

[ ] Connections Education

[ ] EdisonLearning, Inc

[ ] Edmentum (formerly EdOptions Online Academy)

[ ] Excel High School

[ ] Federal Way Internet Academy

[ ] FlexPoint Virtual School (formerly FLVS – Global)

[ ] Graduation Alliance

[ ] Greenways Academy

[ ] Imagine Edgenuity

[ ] Keystone School

[ ] Market Square Education

[ ] Odysseyware Academy

[ ] Pearson Virtual Schools

[ ] Proximity (eDynamic Learning)

[ ] Red Comet

[ ] SchoolsPLP

[ ] Spokane Virtual Learning

[ ] Stride, Inc. (K12 Inc.)

[ ] Stride Learning Solutions

[ ] Tacoma Online

## Administrative Contacts

### Program Contact Information

Program Contact Name:

Title:

Email Address:

Phone Number:

### District Contact Information:

District Contact Name:

Title:

Email Address:

Phone Number:

*Add another administrative contact?*

( ) Yes

( ) No

### Administrative Contact 3:

Name:

Title:

Email Address:

Phone Number:

## Program Information

### Access

Enrollment Instructions:   
Provide families and students instructions for enrolling in the program. Include eligibility requirements.

### Descriptions Organization Statement/Pedagogy

Describe your organization, its mission, pedagogy, and any other high-level overview information. If your organization uses courses, content, or programs from a third-party provider, please indicate the provider and the product(s) your organization purchases.

### Course Offerings

#### Subjects:

Please select the subjects the program offers from the following list:

[ ] Arts

[ ] Business

[ ] English Language Arts

[ ] Health & Physical Education

[ ] Mathematics

[ ] Science

[ ] Social Studies

[ ] Technology

[ ] World Languages

#### Levels:

Please select the levels of courses offered by the program from the following list:

[ ] Advanced Placement

[ ] College

[ ] Credit Recovery

[ ] Honors

[ ] International Baccalaureate

[ ] Pre-AP

[ ] Remedial

[ ] Standard

### Students/Target Population

Please provide a statement describing the types of students that your program intends to serve. You may list eligibility requirements. If this approval is part of an Open Doors Youth Reengagement program please include this.

### Content/Curriculum

Please indicate all of the online course content and/or curriculum providers used to source your courses.

### Student-Teacher Contact Requirements

If your program or online course participation requirements include student-teacher contact, or other face-to-face contact, please describe those requirements here.  If claiming ALE-funding, please specify weekly two-way contact requirement.

### Courseware Platform

Briefly describe your organization's courseware platform.

## Website Search Filters

1) Are your online courses synchronous or asynchronous?

( ) Synchronous (teachers are 'live' with the students)

( ) Asynchronous (students participate on their own schedule)

( ) Both

2) Do you have open enrollment (year-round) or specific enrollment dates?

( ) Open enrollment

( ) Specific dates

3) Does your program accept non-resident students (students from outside the district)?

( ) Yes

( ) No

4) Does your program allow part-time or dual enrollment?

( ) Yes, part-time enrollment

( ) Yes, dual enrollment

( ) Yes, both

( ) No

5) Does your program require on-site participation? (This does not include special services and/or assessments.)

( ) Yes

( ) No

## Assurances

The school district must agree to all the following assurances. This will be demonstrated in a separate document on district letterhead signed by the district superintendent and submitted with the application. Sample letter and [list of assurances](https://www.k12.wa.us/student-success/learning-alternatives/online-learning/assurances) can be found at: <https://www.k12.wa.us/student-success/learning-alternatives/online-learning/assurances>

FEDERAL OR STATE LAWS, RULES, AND REGULATIONSApplicant acknowledges the responsibility to uphold any other pertinent federal or state law, rules or regulations in the delivery of its online courses or programs including, without limitation, Title II of the Americans with Disabilities Act, Section 504 of Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.

( ) Yes

TEACHER REQUIREMENTS  
Pursuant to [**WAC 392-121-182**](https://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-182), all instruction delivered to Washington state students is delivered by Washington state certificated teachers who (A) are assigned and endorsed to instruct courses in a manner which meets the requirements set forth in [**WAC 181-82**](https://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-182), and (B) are evaluated annually using the revised evaluative criteria and four-level rating system established in [**RCW 28A.405.100**](https://app.leg.wa.gov/RCW/default.aspx?cite=28A.405.100). The applicant acknowledges that OSPI approval covers only courses delivered to Washington state students and delivered by Washington state certificated teachers.

( ) Yes

HIGH SCHOOL CREDIT  
All of applicant's high school courses advertised as being worth high school credit are eligible for high school credit per WAC 180.51.050. (Final decisions regarding the awarding of high school credit shall be governed by RCW 28A.250.050 (2).)

( ) Yes

STANDARDS ALIGNMENT  
The applicant's course content is aligned with at least eighty percent of the current applicable grade/subject area Washington state standards, including the Washington Educational Technology Standards. For courses with content that is not included in state standards, applicant's courses are aligned with at least eighty percent of nationally accepted content standards set for the relevant subjects.

( ) Yes

CREDIT/CONTENT REQUIREMENTS  
All of the applicant's current and future courses must meet the credit/content requirements in chapter 392-410 WAC.

( ) Yes

ADVANCED PLACEMENT  
All of the applicant's Advanced Placement (AP) courses have been approved via the College Board AP Course Audit. For AP courses not yet offered at the time of application, the applicant agrees that those courses will be approved by the College Board prior to the applicant offering the course to students.

( ) Yes

CAREER AND TECHNICAL EDUCATION  
All of the applicant's current and future Career and Technical Education (CTE) courses have been approved per OSPI's Career and Technical Education requirements and any instruction of a CTE-designated course is provided by a Washington certificated teacher who is also CTE-certificated in the subject area of the course.

( ) Yes

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
The applicant's data management systems ensure all student information remains confidential, as required by the Family Educational Rights and Privacy Act (FERPA).

( ) Yes

ACCESSIBILITY  
Applicant's web systems meet conformance level A of the World Wide Web Consortium's Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.0

( ) Yes

CURRICULUM ADOPTION  
Instructional materials used by online school programs in online courses or course work must be approved pursuant to school board policies adopted in accordance with RCW 28A.320.230.

( ) Yes

RESPONSIBILITY  
The online provider retains responsibility for the quality of courses, web systems, and content offered, regardless of any third-party contractual arrangements, partnerships or consortia, contributing to the content or delivery of the online courses or programs.

( ) Yes

ASSESSMENT  
The online school program agrees to comply with the state assessment requirements, including, but not limited to, the requirements of RCW 28A.655 and WAC 392-121-182, as applicable.

( ) Yes

ALTERNATIVE LEARNING EXPERIENCES  
The online school program agrees that all programs delivered as alternative learning experiences comply with the requirements of WAC 392-121-182. The online course provider agrees to disclose to OSPI the manner in which it supports the requirements of WAC 392-121-182 for online courses delivered outside of an online school program.

( ) Yes

REPORTING  
The applicant agrees to provide all information as directed or as requested by the Office of Superintendent of Public Instruction, the Secretary for the Department of Education, and other federal officials for audit, program evaluation compliance, monitoring, and other purposes and to maintain all records for the current year and three previous years.

( ) Yes

ADDITIONAL ASSURANCES  
The online provider agrees to abide by any additional assurances required by the Superintendent of Public Instruction.

( ) Yes

PROGRAM CHANGES  
The online provider will inform the Office of Superintendent of Public Instruction in writing of any significant changes to the program including, but not limited to, changes in assurances, program description, fiscal status, or ownership.

( ) Yes

RESCINDMENT  
Applicant acknowledges that in the event the approval of a course provider is rescinded, the applying affiliated program's approval will preclude them from continuing to use courses offered by the rescinded provider.

( ) Yes

PROGRAM CONTENT  
Applicant certifies that only approved online providers will supply the program's online content and that all of the program's offerings are from approved providers. If, in addition to using the OSPI approved providers, the program develops courses, then those newly developed courses would be subject to OSPI approval.  
By agreeing to this assurance and disclosing the name of the approved provider(s) the applicant is working with, the applicant is providing sufficient evidence to meet the approval requirements outlined in WAC 392-502-030.

( ) Yes

LEARNING MANAGEMENT SYSTEM  
Applicant certifies that approved online provider(s) will supply the program's learning management system(s).

( ) Yes

ONLINE TEACHERS  
Applicant certifies that approved online provider(s) will supply all of the program's online teachers, all of whom are certificated Washington state educators.

( ) Yes

#### AUTHORIZATION

In order to sign the assurances, please follow the [Assurance Letter directions](https://www.k12.wa.us/student-success/learning-alternatives/online-learning/assurances).  
Please scan the document and save as a PDF, then attach it to the application.