

Best Practices for Improving Accreditation Compliance



presented by
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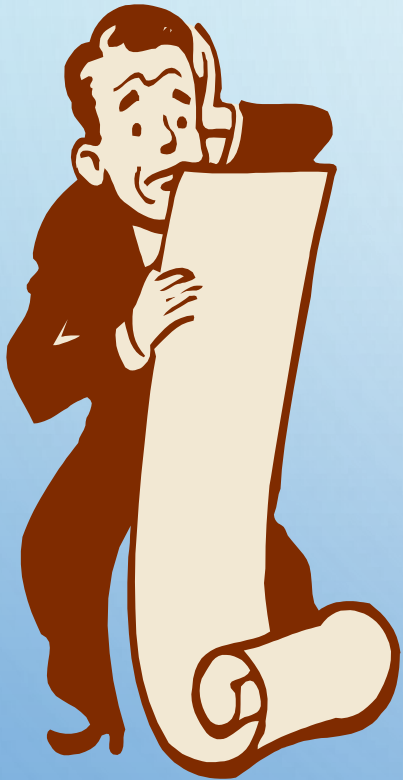
PURPOSE OF CYCLE 2 REPORTING

The Cycle 2 submission is a way for districts and schools to document compliance with rules governing standards for accreditation. *(Check ADE "Rules Governing Standards for Accreditation of Arkansas Public Schools" at Arkansased.Org)*



PURPOSE OF CYCLE 2 REPORTING (Cont.)

The Cycle 2 report is used to determine the accreditation status for each district and school. *(Information generated in the Initial/Annual Accreditation Report is pulled from the districts' Cycle 2 submission.)*



Data Quality – Teacher Licensure

- Please ensure accuracy of data entry, especially:

Arkansas Department of Education Teacher License numbers.

Four-digit job code for positions with no students attached. (Ex. – Superintendent, 1000)

Update information to ensure that personnel no longer employed by the district are not in the staff list/teacher catalog.

Check Arkansas Department of Education Teacher License number of all new staff in certified staff positions.

Check licensure of new staff members and staff members whose job assignment has changed.



(<https://adeaels.arkansas.gov/AelsWeb/Search.aspx>)



Data Quality – Concurrent Credit

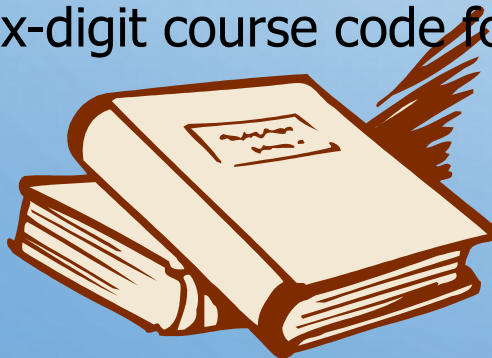
For non-licensed instructors of concurrent credit courses employed by an institution of higher education, use [999-99-9999](#) as SSN.

Data Quality – Digital Learning

For Arkansas Virtual School (ARVS), instructors (grades k –8 students), use [999-99-9999](#) as the SSN.

Data Quality – Course Codes

Six-digit course code for positions that require a student count.



Recommendation

For each Arkansas Department of Education licensed individual teaching out of area/grade level, the district and individual must complete 3 actions.

1. **Submit completed ALP/ALCP;**
2. Request waiver from Ms. Ivey Pfeffer, Assistant Commissioner, Division of Educator Effectiveness and Licensure, and
3. ALPs require written notice sent to parents of each student in the affected classroom(s).



Data Quality – Class Size

Elementary

Kindergarten 20:1 or classes with 21 or 22 students, a half-time aide is required.

Grades 1-3 25:1

Grades 4-6 28:1

Grades K-6 Physical Education 30:1



Data Quality – Class Size (Cont.)

High School

Grades 7-12 30:1

Grades 7-12 Maximum 150 students per day

Large Group Instruction is allowed in:

Physical Education, Band, Choir, ROTC, and other approved courses.

Extra compensation will permit additional students.



Standards Rule 9.03.4

Standards Rule 9.03.4 requires that 38 units be taught annually, (taught = students enrolled). All required 38 units must be scheduled in eSchool at the beginning of the school year.

Arkansas Code Annotated (A.C.A.) §6-15-213 (2015) considers a course to be taught under certain circumstances, sections 1-5.



Standards Rule 24.01

A school or school district will be placed in cited status for licensure deficiencies for the second and third year of an individual's Additional Licensure Plan (ALP)/Additional Licensure Completion Plan (ALCP).

This status will continue for the length of time prescribed by the individual's approved plan, not to exceed two (2) years.

Any district/school employing a person not completing the plan after the (2) year cited process shall be assigned accredited–probationary status.

If an employee is out of area an ALP/ALCP deadline is automatically assigned by the Standards Annual Accreditation System (SAAS).

This does not eliminate the employing district/individual's responsibility to comply with the ALP/ALCP process.

The date of the ALP/ALCP begins when the individual is placed in the out-of-field assignment. Not when the written ALP/ALCP is requested and/or granted.



Data Entry Verification To Insure Accuracy

If a Phase 2 error occurs, contact the school principal immediately to verify data entry, since this will probably be a probationary violation.

Data may be corrected prior to submission of the report; determine whether to correct data or to override the Phase 2 error.

Print copy of report – proofread for accuracy of data entry information.



■ Supplemental Documents

1. Arkansas Certified Job Codes List

<https://adedatabeta.arkansas.gov/jcms/certjobs>

2. Arkansas Classified Personnel Job Codes List

<https://adedatabeta.arkansas.gov/jcms/cjobs>

3. Course Code Management System

(Ensure that the most current code list is used for data entry by regularly checking the ADE website and date on the course code list.)

<https://adedatabeta.arkansas.gov/ccms/CourseList>

4. 2015-2016 Override Report

(Sent with the 2015 – 2016 Final Annual Accreditation Report.)

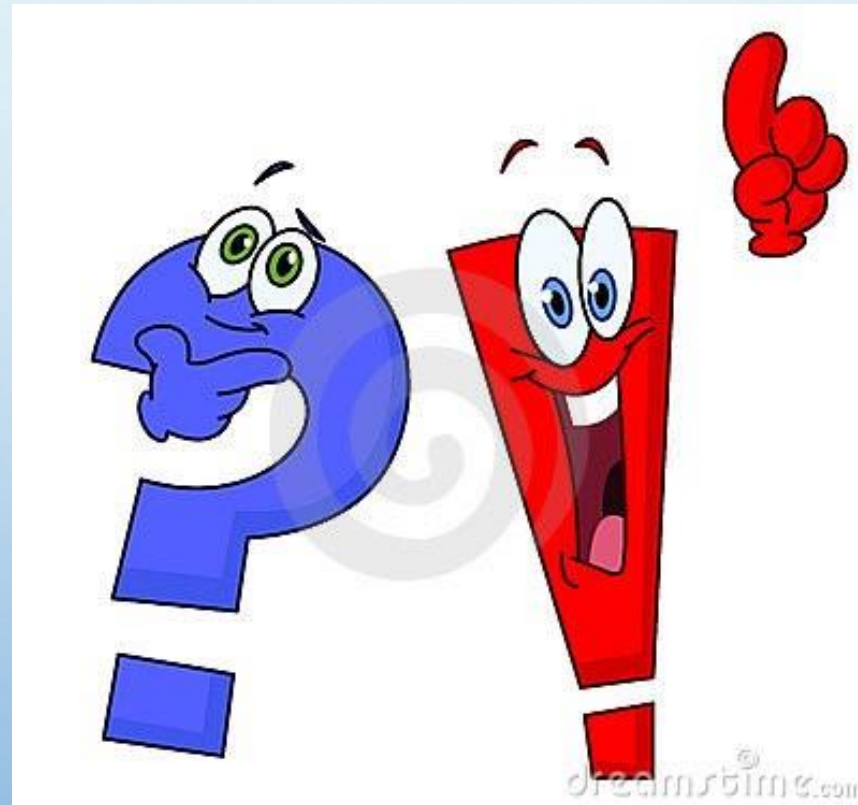
<https://adedata.arkansas.gov/Login.aspx?ReturnUrl=%2fsaas%2fsaaspreliminary%2f>

5. 2015-2016 Final Accreditation Status Report.

Check for individual deadlines for completing licensure.



Question and Answer



Thank You!

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