# Instructions

Please send all materials to [STWapp@michigan.gov](mailto:STWapp@michigan.gov) as attachments by

September 12, 2016.

If a district was approved for a Seat Time Waiver (STW) in 2011-12 or a subsequent year, legislation indicates that a district need not reapply. However, the Michigan Department of Education (MDE) strongly suggests reapplying if major changes were made to a previously approved application and implementation plan.

Questions may be directed to Brian Barber (BarberB2@michigan.gov) or Eric Lipinski (LipinskiE@michigan.gov)

| District/Program Information |  |
| --- | --- |
| District Name: | Click here to enter text. |
| Seat Time Waiver Contact Person: | Click here to enter text. |
| E-Mail: | Click here to enter text. |
| Program/School Name: | Click here to enter text. |
| District Code (enter all 5 digits): | Click here to enter text. |
| Phone: | Click here to enter text. |

# Student Population to be Served

Check the boxes that apply.

| Type of Student | Grades 6-8 | Grades 9-12 |
| --- | --- | --- |
| General Education |  |  |
| Advanced/Gifted |  |  |
| Alternative/At-Risk |  |  |
| Dropout or Expelled |  |  |
| Previously Unenrolled |  |  |

# Type of Program Offering

For the purposes of STWs, 100 percent online offering may include a drop-in lab component, but physical attendance is not a program requirement. This could also include a blended option that serves 25 percent or less of your students in grades 6-12.

Alternatively, the State Superintendent will waive up to 50 percentof instructional seat time for 100 percent of an applicant district’s grades 6-12population with an MDE-approved implementation plan. For the purposes of seat time waivers, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil’s instruction. Checking either box will require that you submit an implementation plan.

Check this box if you intend to offer a **100 percent online STW Program**:

Check this box if you intend to serve **more** **than 25 percent of your students in the 50/50 blend option:**

# Estimation of Students to be Served in STW Program

|  | Grades 6-8 | Grades 9-12 |
| --- | --- | --- |
| Number of Students enrolled in the district: | Click here to enter text. | Click here to enter text. |
| Number of Students expected to enroll in STW Program: | Click here to enter text. | Click here to enter text. |

# Assurances

Read each of the following assurances. If you agree to each of the statements, check the box indicating that the district will comply with the various requirements associated with approval of a STW application.

* The online program used for a district’s seat time waiver offering shall be approved by the intermediate school district’s board of education, by the local school district’s board of education, or by the public school academy’s board of directors for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations or the Michigan Merit Curriculum. Based upon satisfactory completion of courses or other credit-earning activities, the credits earned through the seat time waiver online courses and activities shall be comparable to credits earned for a high school diploma or grade progression in the district’s traditional program setting. The board approval shall allow the program director to comply with this guidance. The applicant district’s governing board has approved this application for operating a Seat Time Waiver Program.
* The applicant district superintendent and program contact have read the 5-O-B Seat Time Waiver Guidance and agree to operate the program within the guidance provided, and they understand that failure to comply with 5-O-B guidance may result in termination of the applicant district’s Seat Time Waiver and/or loss of Full-Time Equivalency (FTE).
* In accordance with 5-O-B Seat Time Waiver Guidance, Section A.5.C (Evaluation), the applicant district agrees to collect and release all relevant data, including state collected data, for research and evaluation purposes.
* The applicant district agrees to provide all teachers and on-site mentors assigned to the program with proper training and professional development on effective online instruction and mentoring.
* For Seat Time Waiver purposes, an on-site mentor must monitor the pupil’s progress, ensure that the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. The on-site mentor shall be a professional employee of the district. The mentor shall meet with or have weekly two-way interaction with the pupil. The teacher of record shall be a teacher who holds a valid Michigan teaching certificate or who is an instructor employed by or contracted through a community college or university for courses provided by a community college or university; who, where applicable, is endorsed in the subject area and grade of the course; and is responsible for providing instruction, determining instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies. Section 1231 of the Revised School Code (MCL 380.1231) requires that Local Education Agencies (LEAs) contract directly with teaching staff; this requirement may also apply to certain public school academies, depending on their composition.
* The applicant district’s governing board has approved this application for operating a Seat Time Waiver program.

**Check this box to indicate that the district agrees to carry out the program in adherence with Section 5-O-B of the Pupil Accounting Manual and all of the preceding assurances:**

# 6-12 Seat Time Waiver Implementation/Continuation Plan

The following seat time waiver implementation plan is intended for guidance and planning in development of the district seat time waiver program. Completion of this plan may be requested by the ISD providing pupil accounting audits for districts operating individual district-designed programs and blended learning options. If requested, the district must submit the plan to the ISD within 30 days.

Provide a brief description of the district program: Click here to enter text.

## Ensuring Student Success:

What methods will you use to identify appropriate placement of students into program(s)? Click here to enter text.

What indicators will you use to measure student success and progress? Click here to enter text.

How will you identify struggling students? Click here to enter text.

Describe early interventions that will be used to ensure student success. Click here to enter text.

Describe the student support(s) that will be provided in the proposed program. Click here to enter text.

Describe the teacher and student interaction that will take place in the proposed program. Click here to enter text.

## Program Implementation and Training:

Describe the district plan for selecting, training, and evaluating mentors. Click here to enter text.

Describe the district plan for selecting, training, and evaluating online teachers. Click here to enter text.

Identify the supports that are in place at the district level to assist with the implementation of the seat time waiver program. Click here to enter text.

Describe the projected number of students who will be participating in the new program(s) and address the selection process of those students. Click here to enter text.

Identify and describe the software application(s) and/or other innovative programs being implemented through the seat time waiver program. Identify how these applications and/or innovative programs ensure alignment with Michigan’s content standards. Click here to enter text.

## Data Collection and Evaluation:

How will the district collect data to measure student success? Click here to enter text.

Describe the process that will be used to evaluate the program. Click here to enter text.

What indicators will be used to measure program effectiveness and to identify improvement areas? Click here to enter text.