



# Distance Education Application Review Rubric

District/Charter School \_\_\_\_\_

Name of Reviewer \_\_\_\_\_

## Cover Page

Is the Cover Page Complete? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Is Application signed and dated? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Does the application have the date of board approval? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Comments;

## Section 1: Identify all distance education courses that will be offered as part of the distance education program.

Does the application include the list of courses to be used by the program? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Does the List match the published list of courses on the NDE website? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Comments;

## Section 2. Describe the process that will be used to enroll students in the distance education program.

For students who are regularly enrolled in the school district or charter school, describe the process the school district or charter school will follow regarding the selection and enrollment of students in the program of distance education. For high school pupils, describe if the program will require all fulltime pupils to take their courses concurrently or if the program will allow for taking classes sequentially. If the program will allow for taking classes sequentially, please specify how the school will ensure that the pupil will take the required number of courses pursuant to NAC 387.345 over an academic semester (i.e. maintaining a plan of study for the pupil and updating it when necessary). If a senior is allowed to take less than 6 courses, please describe how the program will document that the senior is college and career ready and eligible to take less than 6 courses (a senior, if they are college and career ready, needs a minimum of 4 classes to be considered fulltime for apportionment funding).

If the distance education program will allow the enrollment of students part-time from other school districts or charter schools within Nevada, describe the process to be followed regarding how the required written agreement from the other school district or charter school will be obtained for each student. In addition, please attach a sample copy of an agreement.

Does the application address:  
 Who is involved in the referral process? Yes \_\_\_ No \_\_\_ N/A \_\_\_  
 If a student can choose Full-time or part-time model Yes \_\_\_ No \_\_\_ N/A \_\_\_  
 If a student can choose sequential and/or concurrent model Yes \_\_\_ No \_\_\_ N/A \_\_\_

<b>If sequential, address the need for a Plan of Study (NRS 388.866.1a) signed by pupil/parent and school representative.</b>	Yes ___ No ___ N/A ___
<b>Plan of Study has all essential elements</b>	
<b>Courses from approved courses list</b>	Yes ___ No ___ N/A ___
<b>Planned start date, planned completion date, actual completion date</b>	Yes ___ No ___ N/A ___
<b>District addresses the enrollment of pupils residing in another NV district (NRS 388.854)</b>	Yes ___ No ___ N/A ___

Comments;

**Section 3: Provide an explanation of how the school district or charter school will document each pupil’s attendance and participation in courses offered through the distance education program.**

Provide a brief description of the process the school district or charter school will follow to ensure an accurate accounting of the student’s attendance and participation in the distance education program.

Please note that, pursuant to NAC 387.193, there are three ways a pupil may demonstrate attendance in distance education in a course: 1) The pupil makes progress in the course leading to the course’s completion, and/or 2) the pupil participates in a real-time class session for the course, and/or 3) the pupil meets with or otherwise communicates with a person who is licensed and able to discuss the pupil’s progress in the course. If the pupil demonstrates any one of the three criteria in a class, the pupil is considered present in that class for the whole week. If the pupil does not demonstrate one of the three criteria in the class, they are considered absent from the class for a week. Attendance is course-specific and a pupil having attended one course for the week does not demonstrate attendance across all courses the pupil is taking. The attendance of the pupil must be documented by the teacher of record for the course and be available for inspection by the Department.

For each student who is enrolled full time in a program of distance education, the school district that provides the program must designate one public school within that school district to which the student will be affiliated. The student must be reported weekly as enrolled and their attendance must be reported ~~in attendance~~ in the school designated by the school district. For each student who is enrolled part time in a program of distance education for which an agreement has been constructed between school districts or charter schools, the student must be reported weekly as enrolled and their attendance must be reported ~~in attendance~~ in the class. The record of part time attendance must be maintained separately from the record of attendance maintained by the school in which the pupil attends classes’ full time.

**Does the application address:**

<b>Method of keeping track of attendance via face to face contact, course progress, online live learning session, or meaningful, 2-way communication between pupil and teacher (Specific to each required course)</b>	Yes ___ No ___ N/A ___
<b>Attendance is recorded at least weekly</b>	Yes ___ No ___ N/A ___

Comments;

**Section 4. Describe the plan that will be followed for assessing student mastery of course content enrolled in the distance education program.**

Provide a description of the plan (process) the school district or charter school will follow regarding the assessment of students in the required state achievement examinations, EOCs and final summative assessments for a course.

**Does the applicant:**

**Describe of how required statewide achievement exams will be administered if applicable** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**States how midterm/final exams will be proctored** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**Require that a student demonstrate core standard mastery by passing the final examination** Yes \_\_\_ No \_\_\_ N/A \_\_\_

Comments;

**Section 5: Describe how the school district or charter school will monitor the progress of students enrolled in the program.**

Provide a description of the process to be followed by the school district or charter school regarding the monitoring of progress being made by students enrolled in distance education courses. (NAC 387.193)

Include any criteria that will be used to trigger additional supports for pupils who are having difficulty with course assignments or are otherwise having difficulty in being successful in the course. In addition, describe the technical assistance/support that will be provided to students who are not making adequate progress in their distance education courses.

**Does the application describe?**

**How pupils are monitored to see that sufficient progress is being made to complete the required course(s) on time?** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**If on sequential model, is the next course started even if the pupil isn't finished yet with the previous course that was scheduled to have been finished?** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**What criterion is applied to determine when additional supports are required?** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**What additional supports are available for struggling students?** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**Date the Review Completed \_\_\_\_\_**