

# Program and School Authorization Form

## Instructions

The purpose of this document is to request school and program changes that require the Tennessee Department of Education (TDOE) authorization. Please use this form to request the following:

- a new school<sup>1</sup> or program number;
- to change the school or program type;
- to change a school or program name, address, or grade configuration; or
- to close a school or program.

To complete the request, complete the school district information section, the request type, and the corresponding sections. The Director of Schools must also read and sign the assurances section. In order to process a request, all required fields must be completed. Upload the completed and signed document using the online [Tennessee School Directory Change Request Form](#).

A separate Program and School Authorization Form for each school or program change is required. All forms must be submitted by **June 1** each year to be authorized for the upcoming school year.

You can expect to receive confirmation of your submission within three (3) business days. All requests will be reviewed by Tennessee School Directory personnel and other impacted TDOE personnel and processed in an expeditious manner. TDOE will notify the local education agency (LEA) in writing of the decision for each form submitted.

For questions or support in completing this form, click [here](#) or contact [School.Directory@tn.gov](mailto:School.Directory@tn.gov)

Request Checklist	Please check all that apply
<a href="#">District Information</a>	Complete <input type="checkbox"/> (Required)
<a href="#">Assurances</a>	Complete <input type="checkbox"/> (Required)
<a href="#">Request Type and Section(s)</a>	Complete <input type="checkbox"/> (Required)
<a href="#">Addendum A: Adult High School Request</a>	Complete <input type="checkbox"/>
<a href="#">Addendum B: Non-Traditional School Request</a>	Complete <input type="checkbox"/>
<a href="#">Addendum C: Virtual School Request</a>	Complete <input type="checkbox"/>
<a href="#">Addendum D: Career and Technical Education School Request</a>	Complete <input type="checkbox"/>
<a href="#">Addendum E: Early Postsecondary Classification Request</a>	Complete <input type="checkbox"/>

<sup>1</sup>0520-01-02-.01(1) A public school is the basic administrative unit of a state, county, city, or special district school system, consisting of one (1) or more grade groups, one (1) or more teachers to give instruction, and one (1) principal, which school shall be subject to the statutes of the State of Tennessee, and to the rules, regulations, and minimum standards of the State Board of Education (State Board)

## District Information

<b>District Name:</b>	<b>Date:</b>
<b>Director of Schools Name:</b>	<b>School District Number:</b>
<b>School District Phone Number:</b>	<b>School District Fax:</b>
<b>School District Mailing Address:</b>	<b>City and Zip Code:</b>
<b>Person Completing Form (if different from above):</b>	<b>Phone Number of Person Completing Form:</b>
<b>Email Address of Person Submitting Form:</b>	

## Assurances

By signing below, I certify that all the information provided below in the attached sections is accurate and complete, to the best of my knowledge. I understand that if any of the below information changes, I am obligated to update school or program information with the Tennessee Department of Education via the same process presented above. **I also certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Every Student Succeeds Act (ESSA)*.** Obtaining a new school number does not guarantee receiving a “New School” accountability status (if applicable). If I have requested an adult, nontraditional, virtual school, career and technical education, or early postsecondary program number, I understand that our district must follow the criteria set forth in the applicable addendum as a condition of receiving and retaining that particular status.

**Director of Schools Signature of Assurances:** \_\_\_\_\_

**Print Director’s Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Request Type

Please check all that apply, and then complete the corresponding sections and addendums for each request.

- New School or Program Number (Complete [Section A](#))
- Change School or Program Type (Complete [Section B](#))
- Change a School or Program Name, Address, Grade Configuration, or Principal Name and/or Email Address (Complete [Section C](#))
- Close a School or Program (Complete [Section D](#))

Section A – New School or Program Number	
<b>Is this request related to a school or program?</b>	<input type="checkbox"/> School <input type="checkbox"/> Program
<b>School or Program Type:</b>	<input type="checkbox"/> Regular Public <input type="checkbox"/> Public Charter <input type="checkbox"/> Pre-K <input type="checkbox"/> Adult High School ( <a href="#">Addendum A</a> ) <input type="checkbox"/> Nontraditional ( <b>Must complete <a href="#">Addendum B</a></b> ): <input type="checkbox"/> Virtual School ( <a href="#">Addendum C</a> ) <input type="checkbox"/> Career and Technical Education ( <a href="#">Addendum D</a> ) <input type="checkbox"/> Early Postsecondary ( <a href="#">Addendum E</a> )
<b>New School or Program Name:</b>	<b>Date Opening (First Day of Classes):</b>
<b>Principal’s or Program Director’s Name:</b>	<b>Lowest Grade Level:</b> <b>Highest Grade Level:</b>
<b>School or Program Phone Number:</b>	<b>School or Program Fax:</b>
<b>School Email Address:</b>	<b>Web Address:</b>
<b>School or Program Address, City and Zip Code:</b>	
<b>Is this school or program replacing an existing one?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please give the name of the school or program that is being closed; note that a form must also be submitted at the same time with this request for the closing school.</i>	
<b>If yes, Implementation of a School Improvement Plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, Is this school designated with any federal designations (i.e.: Priority, ATSI, TSI, etc.):</b> <i>If yes, please give the name of federal designations assigned to the previous school.</i>	
<b>If this request is for a pre-K site, please select funding source:</b> <input type="checkbox"/> Federal <input type="checkbox"/> State/Local <input type="checkbox"/> Private	<b>School/Program Implementation Phase:</b> <input type="checkbox"/> Pilot <input type="checkbox"/> Expansion <input type="checkbox"/> Lottery <input type="checkbox"/> Other
<b>Nearest Elementary School (for Pre-K School/Program Requests Only):</b>	<input type="checkbox"/> Full-Time Supervising Principal <input type="checkbox"/> Full-Time Teaching Principal <input type="checkbox"/> Full-Time Program Director
<b>Number of Teachers:</b>	<b>Length of Teacher Day:</b> Hours      Minutes

Section A (continued) – New School or Program Number			
<b>Estimated Student Enrollment:</b> Total		<b>Length of Student Day:</b>	
In-District	Out-of-District	Hours	Minutes
<b>Are students assigned on a permanent basis per school year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>What tests will be administered?</b>			
<b>Do students receive official Tennessee High School Diplomas/Mastery Certificates from this facility?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Congressional District:</b>		<b>Enrollment &amp; Attendance Software Package:</b>	
<b>Additional Comments:</b>			

Section B – Change School or Program Type	
<b>Is this request related to a school or program?</b>	<input type="checkbox"/> School <input type="checkbox"/> Program
<b>School or Program Name:</b>	
<b>School or Program Number:</b>	
<b>School or Program Type:</b>	<input type="checkbox"/> Regular Public <input type="checkbox"/> Public Charter <input type="checkbox"/> Pre-K <input type="checkbox"/> Adult High School ( <a href="#">Addendum A</a> ) <input type="checkbox"/> Nontraditional School ( <a href="#">Addendum B</a> ): <input type="checkbox"/> Virtual School ( <a href="#">Addendum C</a> ) <input type="checkbox"/> Career and Technical Education ( <a href="#">Addendum D</a> ) <input type="checkbox"/> Early Postsecondary ( <a href="#">Addendum E</a> )
<b>If school or program type change is requested, please note previous type:</b>	
<b>Effective Date of Change:</b>	
<b>Additional Comments:</b>	

Section C – Change a School or Program Name, Address, Grade Configuration, or Principal Name and/or Email Address	
<b>Is this request related to a school or program?</b>	<input type="checkbox"/> School <input type="checkbox"/> Program
<b>School or Program Number:</b>	
<b>School or Program Type:</b>	<input type="checkbox"/> Regular Public <input type="checkbox"/> Public Charter <input type="checkbox"/> Pre-K <input type="checkbox"/> Adult High School <input type="checkbox"/> Nontraditional: <ul style="list-style-type: none"> <li><input type="checkbox"/> Alternative Education Program</li> <li><input type="checkbox"/> Alternative School</li> <li><input type="checkbox"/> ELL Newcomer Center</li> <li><input type="checkbox"/> Nontraditional School</li> <li><input type="checkbox"/> Hybrid Nontraditional School</li> </ul> <input type="checkbox"/> Virtual School <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> Early Postsecondary
<b>Additional Comments:</b>	
<i>Name Change</i>	
<b>Current School or Program Name:</b>	
<b>New School or Program Name:</b>	
<b>Effective Date of Change(s):</b>	
<i>Address Change</i>	
<b>Current Address, City, and Zip Code:</b>	
<b>New Address, City, and Zip Code:</b>	
<b>Effective Date of Change(s):</b>	
<i>Grade Configuration Change</i>	
<b>Current Grades Served:</b>	<b>New Grades Served:</b>
<b>Current Student Enrollment Count:</b>	<b>New Student Enrollment Count:</b>
<b>Effective Date of Change:</b>	

**Section C (continued) – Change a School or Program Name, Address, Grade Configuration, or Principal Name and/or Email Address**

*Principal Name and/or Email Address Change*

<b>Current Principal's Name:</b>	
<b>New Principal's Name:</b>	
<b>New Principal's Email:</b>	
<b>Effective Date of Change(s):</b>	

Section D – Close a School or Program	
<b>Is this request related to a school or program?</b>	<input type="checkbox"/> School <input type="checkbox"/> Program
<b>School or Program Name:</b>	
<b>School or Program Number:</b>	
<b>Date of School or Program Closing:</b>	
<b>Is another school/program opening in this facility?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please give the name of the school or program that is being opened; note that a form must also be submitted at the same time with this request for the opening school.</i>	
<b>Is this school or program replacing or merging with an existing one?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please give the name of the school or program that this school is replacing or merging with; note that a form to open a school must also be submitted at the same time with this request for the closing school.</i>	
<b>If yes, Implementation of a School Improvement Plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, Is this closing school designated with any federal designations (i.e.: Priority, ATSI, TSI, etc.):</b> <i>If yes, please give the name of federal designations assigned to the previous school.</i>	
<b>School or Program Type</b>	<input type="checkbox"/> Regular Public <input type="checkbox"/> Public Charter <input type="checkbox"/> Pre-K <input type="checkbox"/> Adult High School <input type="checkbox"/> Nontraditional: <ul style="list-style-type: none"> <li><input type="checkbox"/> Alternative Education Program</li> <li><input type="checkbox"/> Alternative School</li> <li><input type="checkbox"/> ELL Newcomer Center</li> <li><input type="checkbox"/> Nontraditional School</li> <li><input type="checkbox"/> Hybrid Nontraditional School</li> </ul> <input type="checkbox"/> Virtual School <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> Early Postsecondary
<b>Additional Comments:</b>	



## Addendum A: Adult High School Classification Request

According to TSBE Rule 0520-01-02-.05 (1)(2)(a-e) the Assurances specified below supplement and are incorporated into the Assurances set forth on page 2 of this form.

### **Additional Assurances**

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The school is a standalone facility as defined by the State Board of Education.
2. The school serves adult education students who are at least 17 years of age and withdrawn from the regular public school program. (Deviations from minimum age rule are permitted provided policies and procedures governing adult education attendance are included in a plan authorized by the local board of education.)
3. For accountability purposes, the adult education student will be counted as a “dropout” unless the student completes all regular high school diploma graduation requirements within 4 years and a summer and is transferred back to the school of origin.
4. At minimum, the adult high school operates on a 4-hour school day.
5. Adult learners work towards a regular high school diploma.

## Addendum B: Non-Traditional Classification Request

The Assurances specified below supplement and are incorporated into the Assurances set forth on page 2 of this form. Check below the non-traditional program and/or school type that best describes the purpose for this request. The school can **ONLY** be classified under a single category. For questions regarding nontraditional classifications, please contact the identified appropriate contact found below.

### Alternative School

Contact: [School.Directory@tn.gov](mailto:School.Directory@tn.gov)

#### Additional Assurances

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The school is in a standalone facility as defined by the State Board of Education.
2. The school **ONLY** serves students for punitive reasons (i.e., suspension, expulsion, etc.).
3. By requesting and receiving a school number the district agrees to flag all students as ALTERNATIVE in the district's Student Information Systems Package (SIS).
4. By requesting and receiving a school number, students' school of origin will be the school of record for accountability purposes and NOT the alternative school.
5. The alternative school operates on a 6 ½ hour school day.
6. You are required to submit a school improvement plan.
7. The alternative school is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education and agrees to complete a self-assessment each school year.

### Alternative Education Program

Contact: [School.Directory@tn.gov](mailto:School.Directory@tn.gov)

#### Additional Assurances

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The program **ONLY** serves students for punitive reasons (i.e., suspension, expulsion, etc.).
2. By requesting and receiving a program number the district agrees to flag all students as ALTERNATIVE in the Student Information Systems Package (SIS).
3. By requesting and receiving a program number, the students' school of origin will be the school of record for accountability purposes, and NOT the school hosting the alternative education program.
4. The alternative education program operates on a 6 ½ hour school day.
5. The alternative education program is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education and agrees to complete a self-assessment each school year.

### Non-Traditional School<sup>i</sup>

Contact: [School.Directory@tn.gov](mailto:School.Directory@tn.gov)

#### Additional Assurances

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The school is a standalone facility as defined by the State Board of Education.

2. The school ONLY serves nontraditional learners that are permanently placed at the nontraditional school. Schools that serve punitive placements do not fall into this nontraditional category.
3. The nontraditional school operates on a 6 ½ hour school day.
4. You are required to submit a school improvement plan.
5. By requesting and receiving a nontraditional school number, the school will be considered the primary enrollment for all students attending. Furthermore, the school will be accountable for all students enrolled.
6. The nontraditional school is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education and agrees to complete a self-assessment each school year.

## Hybrid Non-Traditional School<sup>ii</sup>

**Contact:** [School.Directory@tn.gov](mailto:School.Directory@tn.gov)

### **Additional Assurances**

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The school in a standalone facility as defined by the State Board of Education.
2. The hybrid non-traditional school operates on a 6 ½ hour school day.
3. You are required to submit a school improvement plan.
4. The hybrid non-traditional school is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education and agrees to complete a self-assessment each school year.

**Does the hybrid non-traditional school contain at least two of the following elements? If so, check the elements that will be housed within the hybrid school and complete the information found below each element.**

### **HYBRID NON-TRADITIONAL SCHOOL ELEMENTS**

#### Alternative Education for the Alternative Learner

1. The school serves students for punitive reasons (i.e., suspension, expulsion, etc.).
2. By requesting and receiving a school number the district agrees to flag all students that are in attendance for punitive reasons (i.e., suspension, expulsion, etc.) as ALTERNATIVE in the Student Information Systems Package (SIS). For accountability purposes, these students' school of record will be the school of origin and NOT the hybrid nontraditional school.

#### Non-Traditional Education for the Non-Traditional Learner

1. The school serves non-traditional learners that are permanently placed at the hybrid nontraditional school.
2. By requesting and receiving a school number, the hybrid non-traditional school will be considered the primary enrollment for ALL nontraditional learners attending. Furthermore, the school will be accountable for students falling into this category.

#### English as a Second Language for the English Language Learner (Newcomer Program) **Contact:** [EL.Inquiry@tn.gov](mailto:EL.Inquiry@tn.gov)

1. The school serves students with limited English proficient (English Language Learners).
2. By requesting and receiving a school number the district agrees to flag all English Language Learners as ELL in the Student Information Systems Package (SIS).

3. By requesting and receiving a school number all ELL students' school of origin will be the school of record for accountability purposes and NOT the hybrid school.
4. No student will spend more than a single academic year in the school unless becoming a permanent nontraditional learner.

**ELL Newcomer Program/Center**

**Contact:** [EL.Inquiry@tn.gov](mailto:EL.Inquiry@tn.gov)

**Additional Assurances**

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The ELL Newcomer Program/Center ONLY serves students with limited English proficiency (English Language Learners<sup>iii</sup>).
2. By requesting and receiving a program number, the district agrees to flag all students as ELL in the Student Information Systems Package (SIS).
3. By requesting and receiving a program number, students' school of origin will be the school of record for accountability purposes and not the ELL Newcomer Program/Center.
4. The ELL Newcomer Program/Center operates on a 6 ½ hour school day.
5. No one student will spend more than a single academic year in the program.

## Addendum C: Virtual School Authorization Request

All documentation identified below must be uploaded together with your request. In addition, the Assurances specified below supplement and are incorporated into the Assurances set forth on page 2 of this form.

Before completing Addendum C, school and district leaders should carefully read State Board of Education Rule 0520-01-03-.05(1) and all provided guidance related to opening a virtual school posted on the department's [virtual school website](#). Questions related to the virtual school authorization process may be directed to [Virtual.Schools@tn.gov](mailto:Virtual.Schools@tn.gov).

### **Documentation**

To expedite the department's review process, use the "Quick Reference Guide for Opening or Expanding a Virtual School" found on the department's [virtual schools website](#). Please provide your responses and documentation for the following:

1. Official meeting minutes showing that the local board of education has approved the opening of a virtual school.
2. Plan outlining how the virtual school administration will ensure that each student enrolled in the virtual school has access to instructional materials, instructional technology, internet connectivity needed to complete schoolwork, and services for technology troubleshooting and repair.
3. A complete list of courses that the virtual school will offer, the sequential curriculum for each course, and the software platform by which students will access the primary curriculum for each course. The virtual school must use textbooks and instructional materials that are on the State-approved lists linked here: [State-Approved Textbooks and Instructional Materials](#).
4. Plan outlining how the virtual school will provide one hundred and eighty (180) days of instruction per academic year and six and one-half (6½) hours of instructional time per day pursuant to [T.C.A. § 49-6-3004](#).
5. Plan outlining how the virtual school teachers and administrators will monitor and document daily attendance and enforce compulsory attendance laws, including truancy intervention, in accordance with [State Board of Education Rule 0520-01-03-.05](#).
6. Plan outlining how the virtual school administration will implement the Response to Instruction and Intervention (RTI<sup>2</sup>) framework in accordance with [State Board of Education Rule 0520-01-03-.03](#).
7. Plan outlining student enrollment guidelines, criteria, and procedures for students who wish to enroll in the virtual school.
8. Plan outlining how the virtual school administration will ensure compliance with class size standards established by [T.C.A. § 49-1-104](#) and [State Board of Education Rule 0520-01-03-.05](#).
9. Plan outlining how the virtual school administration will implement Child Find procedures pursuant to [State Board of Education Rule 0520-01-09-.05](#).
10. Plan outlining how virtual school teachers and administrators will administer special education and ELL services to eligible students enrolled in the virtual school and comply with all federal and state laws, rules and regulations related thereto.
11. Plan outlining how the LEA and virtual school administration will ensure that each virtual school course has an assigned teacher of record who is properly endorsed and licensed to teach in Tennessee in compliance with state law, [State Board of Education Rule 0520-02-03](#), and [State Board Policy 5.502](#).
12. Plan outlining how the LEA and virtual school administration will ensure that teachers employed by the LEA and/or virtual school are trained in the delivery of virtual instruction and will have annual

evaluations in accordance with [T.C.A. § 49-1-302](#), [State Board of Education Rule 0520-02-01](#), and the [State Board Teacher and Administrator Evaluation Policy 5.201](#).

13. Plan outlining how the LEA and virtual school administration will ensure that virtual school students participate in all state mandated standardized assessments including, but not limited to the Tennessee Comprehensive Assessment Program (TCAP) tests.

### **Additional Assurances**

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The virtual school has been approved by the local board of education on or before the date of submission of this request.
2. The LEA will ensure that the virtual school uses technology to deliver a significant portion of instruction to its students via the Internet in a virtual or remote setting.
3. The LEA will ensure that the virtual school provides instructional materials and ensures access to necessary technology, such as a computer, printer, and Internet connection, to each family with a student enrolled in the virtual school.
4. The LEA will ensure that the virtual school provides access to a sequential curriculum that meets or exceeds the curriculum standards adopted by the [Tennessee State Board of Education in Rule 0520-01-03.03](#). The LEA has reviewed the virtual school curriculum and determined that the curriculum meets or exceeds those standards and is implemented using State-approved textbooks and instructional materials.
5. The LEA will ensure that the virtual school provides the same length of time for learning opportunities per academic year that is required under [Tenn. Code Ann. § 49-6-3004](#) for public school students (minimum of 180 days of instruction and 6.5 hours per day).
6. The LEA will ensure that the virtual school complies with all compulsory attendance requirements and monitors and reports daily attendance for students enrolled in the virtual school, as required by [Tenn. Code Ann. § 49-6-3007](#).
7. The LEA will implement its progressive truancy intervention plan for students enrolled at the virtual school and will report truancy to the applicable juvenile court.
8. The LEA will ensure that the virtual school timely notifies all LEAs of the enrollment of their students in the virtual school and any changes to the enrollment of their students.
9. The LEA will ensure that the virtual school meets class size standards as established by [Tenn. Code Ann. § 49-1-104](#) and [State Board Policy 3.206](#) and records and monitors class sizes.
10. The LEA will ensure that students with special needs, including students with disabilities and students with limited English proficiency, are not excluded from enrolling and participating in the virtual school.
11. The LEA will ensure that the virtual school implements the Individualized Education Program (IEP) for each student with an IEP and the Individual Learning Plan (ILP) for each student with an ILP who enrolls in the virtual school.

12. The LEA will ensure that the virtual school assigns a teacher to each course offered by the virtual school and to each student enrolled in such course.
13. The LEA will ensure that all teachers serving as the teacher of record for a class or providing services to the students enrolled in the virtual school are properly endorsed in their course content area and licensed to teach in Tennessee.
14. The LEA will ensure that the virtual school annually evaluates all teachers serving as teachers of record within the virtual school pursuant to [Tenn. Code Ann. § 49-1-302](#) and [State Board Rule 0520-02-01](#).
15. The LEA will ensure that the virtual school administers all state tests required of public school students to students enrolled in the virtual school in a proctored environment consistent with state test administration guidelines.
16. The LEA will evaluate the virtual school annually utilizing the standardized template provided by the Department of Education and will include within the evaluation the following criteria:
  - a. the extent to which the virtual school demonstrates increases in student achievement; and
  - b. the accountability and viability of the virtual school, as demonstrated by its academic, fiscal, and operational performance.
17. The LEA will publicly report the results of its annual evaluation utilizing the standardized template provided by the Department of Education by:
  - a. posting it on the websites of both the virtual school and the LEA; and
  - b. directly distributing the results to all enrolled families.
18. The LEA will, and will ensure that the virtual school will, maintain and provide to the Department of Education accurate records and information regarding the operation and compliance of the virtual school.

## Addendum D: Career and Technical Education Classification Request

All documentation identified below must be uploaded together with your request. In addition, the Assurances specified below supplement and are incorporated into the Assurances set forth on page 2 of this form. Questions related to a career and technical education (CTE) school may be directed to [CTE.Questions@tn.gov](mailto:CTE.Questions@tn.gov).

### **Documentation**

Please provide documentation of the following:

1. Proposed sequential curriculum, including the complete list of courses to be offered.
2. Identify each CTE program of study that will be offered by the CTE school. For each identified program of study, interpret and summarize the need for this offering in your community. Attach labor market data and align postsecondary programs to support this need. If applicable, identify the early postsecondary courses included in each program of study.
3. Student eligibility requirements and selection process.
4. District's plan to evaluate the CTE school.
5. District's plan to follow all federal and state laws, rules and regulations relative to administration of special education and ELL services, including the district's plan to identify, provide and monitor special education/ related services to eligible students enrolled in the CTE school.
6. District's plan to comply with class size maximums and averages.

### **Additional Assurances**

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The school has been authorized by the local board of education.
2. The school provides access to a sequential curriculum that meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education.
3. The LEA reviewed the CTE school curriculum and determined that the curriculum meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education.
4. The CTE school offers programs of study which are aligned with postsecondary offerings and current/projected regional labor market demands.
5. The LEA documented student selection and enrollment criteria.
6. The LEA evaluates the CTE school annually and include within the evaluation the following criteria:
  - a. the extent to which the school demonstrates increases in student achievement; and
  - b. the accountability and viability of the CTE school, as demonstrated by its academic, fiscal and operational performance.
  - c. The extent to which the CTE programs of study offered are aligned with current/projected regional labor market demands.
7. The LEA ensures that students with special needs, including students with disabilities and students with limited English proficiency, are not excluded from enrolling and participating in the CTE school.
8. The LEA ensures all teachers employed to provide services to the students enrolled in the CTE school are endorsed in their course content area and qualified to teach in Tennessee.
9. The LEA will meet class size standards as established by Tenn. Code Ann. § 49-1-104.



## Addendum E: Early Postsecondary Classification Request

All documentation identified below must be uploaded together with your request. In addition, the Assurances specified below supplement and are incorporated into the Assurances set forth on page 2 of this form. Questions related to Early Postsecondary school (e.g., early college, middle college) may be directed to [Early.Postsecondary@tn.gov](mailto:Early.Postsecondary@tn.gov).

### Documentation

Please provide documentation of the following:

1. Proposed sequential curriculum, including the complete list of courses to be offered.
2. Documentation describing the nature of the partnership(s).
3. Documentation describing student costs, as well as all identified sources of financial assistance.
4. Documentation of the student eligibility requirements and selection process.
5. Documentation of the district's plan to evaluate the early postsecondary school.
6. Documentation of the district's plan to follow all federal and state laws, rules and regulations relative to administration of special education and ELL services, including the district's plan to identify, provide and monitor special education/ related services to eligible students enrolled in the early postsecondary school.
7. Documentation of the district's plan to comply with class size maximums.

### Additional Assurances

By signing the Assurances on page 2, the Director of Schools is also certifying that the following Assurances are accurate and complete:

1. The school has been authorized by the local board of education.
2. The school will provide access to a sequential curriculum that meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education.
3. The district reviewed the early postsecondary school curriculum and determined that the curriculum meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education.
4. The early postsecondary school has a formal partnership with one or more postsecondary institutions.
5. The district identified the cost for students for each course/program offered, as well as sources of financial assistance to reduce and/or eliminate student costs.
6. The district documented student selection and enrollment criteria.
7. The LEA will evaluate the early postsecondary school annually and include within the evaluation the following criteria:
  - a. the extent to which the school demonstrates increases in student achievement; and
  - b. the accountability and viability of the early postsecondary school, as demonstrated by its academic, fiscal and operational performance.
8. The district will ensure that students with special needs, including students with disabilities and students with limited English proficiency, are not excluded from enrolling and participating in the early postsecondary school.
9. The district will ensure all teachers employed to provide services to the students enrolled in the early postsecondary school are endorsed in their course content area and qualified to teach in Tennessee.
  - ❖ Note: dual enrollment instructors who meet the requirements to teach postsecondary courses (as determined by the postsecondary institution) are not required to hold a valid Tennessee teaching license.
10. The district will meet class size standards as established by Tenn. Code Ann. § 49-1-104, for all high school courses.

**For Department Use Only:**

<b>Assign a new school number?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If no, what current school number should be used for this request?</b>	
<b>Requested a review by Accountability?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Accountability Recommendation:</b>	
<b>Additional Comments:</b>	

<b>For Office of Early Learning (OEL) Use for Pre-K Only:</b>	
<b>Date Received at OEL:</b>	
<b>OEL Executive Director's Signature:</b>	
<b>Print OEL Executive Director's Name:</b>	
<b>Date:</b>	
<b>Program Number Assigned:</b>	

**Appropriate Tennessee Department of Education Division Recommendation/Notification**  
(i.e., Adult, College, Career and Technical Education, Nontraditional, Regular):

<b>Division:</b>	
<b>School or Program Classification To Be Used:</b>	
<b>Authorized Official's Signature:</b>	
<b>Print Authorized Official's Name:</b>	
<b>Date:</b>	
<b>Additional Comments:</b>	

**FINAL Authorization Approval:**

<b><i>School or Program Number Assigned (If Applicable):</i></b>	
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<sup>i</sup> If the school requires a waiver of rules and regulations pursuant to Tenn. Code Ann. §49-1-207 (Innovative Educational Programs), then the district must first get approval from the school board before submitting a request for approval to the Commissioner of Education.

<sup>ii</sup> If the school requires a waiver of rules and regulations pursuant to Tenn. Code Ann. §49-1-207 (Innovative Educational Programs), then the district must first get approval from the school board before submitting a request for approval to the Commissioner of Education.

<sup>iii</sup> The term “English Learner”, when used with respect to an individual, means (A) "English learners" are defined as students whose primary or home language is other than English and who are eligible for services based on the results of an English language proficiency assessment. Governed by the department of education's ELL guidebook or federal law rather than state policy; (B) who is enrolled or preparing to enroll in an elementary school or secondary school; (C)(i) who was not born in the United States or whose native language is a language other than English; (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and (II) who comes from an environment where a language, other than English, has had a significant impact on the individual's level of English language proficiency; or (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individuals (who are denied i or ii or iii) (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3); (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or (iii) the opportunity to participate fully in society.