

Standards and Assurance Cycle 2 Reporting Tips

1. The Cycle II submission is a way for districts to document compliance with the Standards for Accreditation.
2. See the ADE “Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts” on the ADE Website, arkansased.org. The Standards (June 2008) document indicates whether a violation will be a district or school violation and if the violation will be cited or probationary.
3. The Cycle II submission results in the determination of accreditation status; please ensure accuracy of data entry, especially ADE Teacher License Numbers (TLN), the four-digit job codes for positions that require no student count, and the six-digit course codes for positions that require a student count.
4. On the APSCN Website, www.apscn.org, access Cycle II reporting information and select Statewide Information System (SIS). Useful documents are listed under Information and Forms. Download the 2009-2010 Course Code Listing and the two Job Codes Listings (for Licensed & Classified) from the APSCN Website.
5. Ensure that the most current Course Code Listing is used for data entry by regularly checking the APSCN Website and the date on the course listing (8/7/9 latest - check regularly for updates).
6. Fine Arts codes for years 2, 3, and 4, have been added to the 400,000 level of the 2009-2010 Course Code Listing for art and music so course approval is not needed.
7. For information regarding the Course Code Numbering System, see Director's Communication Memo Number ACC-04-047, 1/21/4.
8. Course codes beginning with 4 must be used for the 38 courses required to be taught and course codes beginning with 5 may be used for graduation requirements (check course approvals). The course code number, license code, and grade levels must match.
9. For the Course Approval Request Form, click Teachers on the ADE webpage, then curriculum on the left, and scroll down to forms.
10. Pursuant to Ark. Code Ann. § 6-15-214 (Act 1015 of 2007) and ADE “Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts”, an Advanced Placement (AP) course may be used as one of the 38

courses required to be taught under certain circumstances (see “Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts” 9.03.4.10). See also Commissioner's Communication Memo Number LS-10-007, 8/21/9. NOTE: two letters must be sent to the ADE; one dated before the start of school; one dated after the start of school

11. Use the 2008-2009 Corrected Exceptions Accreditation Status Report (sent with final 2008-2009 Annual Accreditation Status Report) to review 2008-2009 data entry exceptions.
12. Review the Corrected Exceptions Accreditation Status Report; if a licensure completion deadline (LCD) has been assigned due to incorrect data input, please use correct data this year in order to prevent errors on the 2009-2010 Cycle II report.
13. Check the 2008-2009 Annual Accreditation Status Report and the Corrected Exceptions Accreditation Status Report for individual deadlines for completing licensure.
14. Update information to ensure that only personnel teaching for the district are in the staff list/teacher catalog.
15. Verify ADE Teacher License Numbers (TLN) and expiration date of all staff in licensed staff positions.
16. Check licensure of new staff and members whose job/course assignments have changed and verify if they have ever taught out-of-area or out-of-grade level. From the ADE Website, click Teachers, click Licensure, click Arkansas Teacher Licensure Database, and then follow the directions.
17. Enter staff in positions requiring an ADE Teacher License on the certified staff report. Personnel must have an ADE Teacher License Number (TLN) and be Highly Qualified Teachers (HQT) including Non-Traditional Licensure Program participants, individuals with out-of-state licenses, out-of-district teachers, technical/career school teachers teaching high school courses, ALE, and distance learning teachers.
18. Schools with personnel who are not Highly Qualified Teachers (HQT) will be accredited-cited.
19. Request ADE Teacher License Number (TLN) for all out-of-district, ALE, distance learning, and technical/career schoolteachers from their employers and verify if they have ever taught out-of-area or out-of-grade level. Go to

Teacher Licensure Database (see item # 16) to check licensure areas and expiration date.

20. Using a long-term substitute who is not an ADE licensed teacher in a vacant position that requires a license will result in an accredited-probationary status.
21. Please see ADE Rules Governing Waivers for Substitute Teachers for instruction by a substitute.
22. Refer to ADE Commissioner's Communication Memo Number COM-09-062, dated 10/28/8, to help guide decisions regarding coding for Special Education.
23. For instructors of concurrent credit courses, use 999-99-9999 as the Teacher License Number (TLN), "concurrent" as first name and "credit" as last name.
24. Ensure that the four-digit job code for positions that require no student count and the six-digit course code for positions that require a student count match licensure codes and grade levels.
25. Accurate grade levels for all job/course codes must be entered. Student grade levels must match the job/course code and license code.
26. Request waivers every school year as indicated in ADE Rules and Regulations Governing Parental Notification of an Assignment of a Non-Certified Teacher to Teach a Class for More than Thirty (30) Consecutive Days and for Granting Waivers, September 2007, promulgated pursuant to Act 1623 of 2001 as amended by Act 2151 of 2005, codified at Ark. Code Ann. § 6-17-309, for every ADE licensed individual teaching out-of-area or grade level (Form on ADE Website: Teacher> Licensure> Waiver Request form and Individual Teacher Plan to Become Highly Qualified and Licensed while Employed under an Additional Licensure Plan).
27. For each ADE licensed individual teaching out of area/grade level, the district/individual must complete three (3) actions:
 - Submit completed Additional Licensure Plan (ALP);
 - Request waiver every school year from ADE Division of Human Resources; and
 - Send written notice to parents of each student in the affected classroom(s) every school year.

28. It is important to remember that districts must comply with Standards Rule 24.01. To avoid an accredited-probationary status, do not code a teacher with a course code after the licensure completion deadline (LCD). Use the 2008-2009 Annual Accreditation Status Report and the 2008-2009 Corrected Exceptions Accreditation Status Report for individual deadlines for completing licensure (see also item #s 12, 13, & 14).
29. Once a teacher starts teaching out-of-area or level he/she has three consecutive years to complete licensure.
30. Ensure that 400,000 level course codes are entered for each of the 38 courses required to be taught annually. Standards Rule 9.03.4 requires that 38 courses be taught annually (taught = students enrolled at the beginning of the school year). All 38 courses required to be taught annually must be scheduled in APSCN with students enrolled at the beginning of the school year.
31. For grades K-6, the district will employ at least one licensed and/or qualified physical education full-time equivalent (FTE) teacher for every 500 students. This licensed and/or qualified physical education teacher will directly supervise physical education instruction (see Commissioner's Communication Memo Number LS-09-022, 9/16/8, and "ADE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools" August 2007, Rule 9.04).

Follow-up to data entry:

- a. If a Phase 2 error occurs on student side, contact the school principal to verify data entry since this will be a probationary violation. Data may be corrected prior to submission of the report; determine whether to correct data or, if accurate, to override the Phase 2 error.
- b. Print copy of report.
- c. Proofread report: ADE Teacher License Numbers (TLN) of staff, 38 courses required to be taught annually, etc.
- d. Pursuant to Ark. Code Ann. § 6-15-202, changes have been made to the Cycle II Statement of Assurance. The Cycle II Statement of Assurance is subject to the enforcement provisions of Ark. Code Ann. §§ 6-15-207 and 6-17-410. The superintendent must sign the Cycle II Statement of Assurance (downloaded from the APSCN website under Statewide Information System) and mail by October 15.

The Statement of Assurance contact person should be a person with knowledge of job/course codes, license codes, grade levels, licensure, and job assignment(s) of staff, a person with an Arkansas teacher's or administrator's license with the authority to correct report information, if required.

Call the Standards Assurance Unit in the School Improvement Section of the ADE Division of Learning Services, 501-682-4380, with any questions.

For the following counties:

Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson, Lee, Lincoln, Monroe, and Phillips, ask for Shade Gilbert.

Baxter, Boone, Carroll, Fulton, Independence, Izard, Marion, Newton, Searcy, Sharp, and Stone, ask for Elbert Harvey.

Benton, Madison, and Washington, ask for Johnie Walters.

Calhoun, Columbia, Dallas, Hempstead, Lafayette, Little River, Miller, Nevada, Ouachita, Sevier, and Union, ask for Nath Tumblison.

Clark, Garland, Hot Springs, Howard, Montgomery, Pike, Polk, and Saline, ask for Roy Causbie.

Clay, Craighead, Greene, Jackson, Lawrence, Mississippi, and Randolph, ask for Randall Lawrence.

Cleburne, Conway, Faulkner, Perry, Pope, Van Buren, and Yell, ask for Luverda Clay.

Crawford, Franklin, Johnson, Logan, Scott, and Sebastian, ask for Tim Barnes.

Crittenden, Cross, Lonoke, Poinsett, Prairie, St. Francis, White, and Woodruff, ask for Melody Morgan.

Pulaski, ask for Derryl Evans.