

*****DRAFT - NOT FOR FILING*****

3301-45-04 Provider requirements.

- (A) Providers shall report enrollment on a full-time equivalency (FTE) basis for adult high school programs operated by the provider to the department.
- (B) The department shall periodically review enrollment and attendance policies, enrollment data and the educational institution's procedures for maintaining enrollment and attendance documentation substantiating payments made to the educational institutions for participating adult learners.
- (C) Adult learners shall not be used in the calculation of state weighted funding (categorical funding) available in the regular kindergarten through twelfth grade funding formula, nor shall adult learners be included in the calculation of federal title fund allocations for public school districts, unless at such time a federal entitlement fund is specifically inclusive of adult learners. Adult learners enrolled in the adult (twenty-two plus) high school diploma program shall not be used in the calculation of the state subsidy performance funding formula for post-secondary institutions.
- (D) Providers are to submit participant applications to the department between August first and June first of any given fiscal year.
- (E) Providers will not receive funding for coursework or assessments taken prior to the participant having reached awarded status.
- (F) Providers must submit all invoices for amounts due under the program by June thirtieth of the fiscal year in which a participant participated in the program.
- (G) Providers shall complete and submit to the appropriate school district of residence a certificate of completion for each participant who meets all graduation requirements within thirty days of the participant's completion of graduation requirements.
- (H) Providers must provide career counseling to all participants.
- (I) The department will monitor each provider's compliance with the requirements of this chapter. Failure to comply may result in the withdrawal of funding and the educational institution becoming ineligible to provide services under this program.
- (J) Providers report annually, no later than August fifteenth, the following for each participant:
 - (1) Demographic information, including age at enrollment, gender, race/ethnicity;
 - (2) The number of courses and/or assessments needed to graduate at the time of enrollment;
 - (3) The number and subject of each course in which a participant participated during the school year;
 - (4) The number and subject of each course a participant completed during the school year;
 - (5) The subject area graduation tests needed to graduate at the time of enrollment;
 - (6) The end-of-course tests and total points needed to graduate at the time of enrollment;
 - (7) The number, by subject area, of graduation tests passed during the school year; and
 - (8) Date diploma awarded, if applicable.

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