Virginia Department of Education
Richmond, VA

ISAEP APPLICATION REQUIREMENTS

Virginia school divisions may apply for state funds for the GED Option Program, called Individual Student Alternative Education Plan (ISAEP) Program. This program provides the opportunity for students who meet specified qualifications to prepare for and take the Tests of General Educational Development (GED Tests) while enrolled in public school.

Continuation of funding is based on submitting the following completed information and having it reviewed and approved by the Department of Education:

RECEIPT OF APPLICATIONS

The application package (one original) may be mailed or hand-delivered to the appropriate address. Please submit the application by **July 15, 2005**. Faxed or e-mailed copies will not be accepted.

Postal Address	Hand Delivery
Dr. Yvonne Thayer, Director	Ms. Gloria Murphy, Administrative Assistant
Office of Adult Education and Literacy	Office of Adult Education and Literacy
Virginia Department of Education	21st Floor, James Monroe Building
P.O. Box 2120	101 North 14th Street
Richmond, VA 23218-2120	Richmond, VA 23219

INDIVIDUALIZED STUDENT ALTERNATIVE EDUCATION PLAN PROGRAM
2005-2006
COVER SHEET

Division Code

_____

The following person is the contact for all communications regarding the ISAEP program for the year 2005-2006:

Name _____

Title _____

School Division _____

Address _____

_____

| City | State | Zip Code |

Telephone No. _____   Fax No. _____

E-mail Address _____

By signing below, the applicant agrees to comply with all appropriate federal and state laws and regulations.

Financial Officer   Superintendent

_____   _____
Printed Name   Printed Name

_____   _____
Signature   Date   Signature   Date

STATE USE ONLY

_____   _____   _____
State Funds to Be Distributed   Date   Director, Adult Education and Literacy

                                _____   _____
                                     Date   Grants Manager

STATEMENTS OF ASSURANCE

As the division superintendent of the applicant, I assure that the following actions shall be taken to comply with state requirements of the ISAEP program:

1.   No candidate for ISAEP may be less than 16 years of age.

2.   Each ISAEP student spends a minimum of 15 hours per week on academic content designed to prepare the student for the GED Tests.

3.   Each ISAEP student spends a minimum of 10 hours per week on work-based or career transition education.

4.   An ISAEP student must be at least one full year behind in credits compared to his/her ninth grade cohort or overage and not yet reached the ninth grade.

5.   An ISAEP student must be capable of passing the Tests of General Educational Development (GED Tests).

6.   Each ISAEP student will have an individual educational plan prescribed by the school division and signed by the student's parent or guardian.

7.   To be placed in the ISAEP program, a student must score 410 or higher on each of the GED practice tests and achieve a grade level score of 7.5 or higher on a standardized reading test.

8.   ISAEP students must score 450 or higher on each of the GED practice tests prior to taking the GED Tests.

9.   Enrollment in ISAEP is voluntary. Students may not be placed in the program without the written agreement of the parent or guardian and the student on the student's educational plan.

10.   Appropriate accommodations are provided for students with documented disabilities. These students may continue to receive services while participating in the ISAEP program.

11.   Counseling is provided by school personnel prior to enrolling the student. ISAEP students are assigned a counselor who will be available for academic, personal, and career counseling throughout the student's tenure in the program. The counselor will maintain a record of support provided to the student.

12.   Student records will be maintained in a manner consistent with state guidelines.

13.   Content taught in the ISAEP program is exclusively on the high school level.

Statement of Assurance (continued)

14.   ISAEP teachers are licensed by the Commonwealth of Virginia.

15.   ISAEP teachers receive professional development. They receive training in specific software or curricula adopted for ISAEP instruction.

16.   ISAEP students have the opportunity to participate in a recognition ceremony when they earn the GED Certificate.

17.   Student data, including performance information, will be reported annually to the Department of Education and GED Testing Service through prescribed formats.

_____
Printed Name of Superintendent

_____
Signature of Superintendent

_____
Date

PROGRAMMATIC INFORMATION

Please provide the following information to accurately reflect the school division's plan for the ISAEP program during the 2005-2006 school year.

Complete the following table, noting the location of each ISAEP program in your division. Indicate the expected total number of students to be served, the number of students returning to the program, and the number of teachers, counselors, and aides by program location. Add rows to the chart as necessary.

Location of ISAEP Program (school)	Total No. of Students to be Served During 2005-2006	No. of Students Returning From 2004-2005 ISAEP Program	No. Teachers, Counselors, and Aides Working in Program

Programmatic Information (continued)

Provide the number of hours of instruction per week for GED instruction and work-based or career transition activities in each ISAEP program location. Add rows to the charts as necessary.

Location of ISAEP Program (school)	Total No. of Hours of GED Instruction Per Week	Time the Program is Delivered ✓ One or Both if Applicable	
		During school hours	After school hours (afternoon or evening)

Location of ISAEP Program (school)	Total No. of Hours of Work-Based or Career Transition Education (average hours per student per week)	Time the Program is Delivered ✓ One or Both if Applicable	
		During school hours	After school hours (afternoon or evening)

CAREER AND TECHNICAL SKILLS COMPONENT DESCRIPTION

ISAEP programs are required to provide educational activities that provide career and technical skills training to each ISAEP student. Programs may develop the career and technical skills component by enrolling students in career and technical education courses or developing a skills component that is taught as part of the ISAEP class. Additionally, programs may choose work-based activities—paid or unpaid employment experience—if the school maintains communication with the employer to insure that the work experience is developing skills that are transferable to other jobs or can be used in sustainable employment. Work-based activities shall be a result of the career assessment administered to each ISAEP student.

1. Provide a written description of the career and technical skills component of ISAEP that the program offers.   Please include a list of coursework, such as *Workplace Essential Skills* or *KeyTrain*, or skills lists, such as *Virginia's Workplace Readiness Skills* or *WorkKeys*, that are major components of the program. If options are provided to meet the individual needs of students, please describe the options and the process for choosing how the career and technical skills component is met.

2. Provide a description of the process used to assess the needs of students. Programs should use career assessment instruments that measure interests, aptitude, and abilities.

3. Describe career counseling activities provided as part of the program.

BUDGET INFORMATION

The following information is provided to assist you with budget planning:

1.   Expenditure Categories used for budgeting and reporting;

2.   ISAEP Program Budget Summary Sheet, which must be returned in the application packet;

3.   A sample Budget Worksheet. A Budget Worksheet that provides a breakdown of major expenses must be returned in the application packet; and

4.   ISAEP Allocations for fiscal year 2005-2006.

EXPENDITURE CATEGORIES

1000 **Personal Services**

(Salaries & Wages) All compensation for the direct labor of persons in employment of the local agency. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Also includes payment for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) that are earned during the reporting period.

2000 **Employee Benefits**

Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, death, disability income, etc.) and employee allowances.

3000 **Purchased Services**

Services acquired from outside sources (i.e., private vendors, tuition, client/participant travel, day care, public authorities or other governmental entities).

4000 **Internal Services**

Charges from an Internal Service Fund to other activities or elements of the local government (i.e., data processing, automotive/motor pool, central purchasing, or print shop).

5000 **Other Charges**

Utilities, communications, insurance, leases/rentals, staff/consultant travel, indirect cost or miscellaneous. (Mileage, lodging, and meals will be limited to no more than the current state approved rate.)

6000 **Materials and Supplies**

Includes articles and commodities, which are consumed or materially altered when used and minor equipment (less than $1,000).

8000 **Equipment**

Includes computers, furniture, fixtures, and equipment in excess of $1,000.

ISAEP PROGRAM BUDGET SUMMARY SHEET

Fiscal Year 2005-2006

School Division:

Expenditure Categories	State Funds
1000 Personal Services	
2000 Employee Benefits	
3000 Purchased Services	
4000 Internal Services	
5000 Other Charges	
6000 Materials & Supplies	
8000 Equipment	
Total	

SAMPLE BUDGET WORKSHEET

1000	**Personal Services**		
	Project director (.1 FTE)	5,000	
	Administrative support (.1 FTE)	2,100	
			7,100
2000	**Employee Benefits**		
	FICA	465	
	Insurance	150	
			615
3000	**Purchased Services**		
	Consultant (2 days @ $400)	800	
			800
4000	**Internal Services**		
	Printing	200	
			200
5000	**Other Charges**		
	Staff travel	500	
	Participants travel	500	
	Postage	25	
			1,025
6000	**Materials and Supplies**		
	Instructional materials	2,000	
			2,000
8000	**Equipment**		
	Computer	1,500	
	Printer	900	
			2,400
	TOTAL		**$14,140**

ISAEP ALLOCATIONS
FY 2005-2006

Payee Code	Locality	Allocation
001	ACCOMACK	15,717
002	ALBEMARLE	23,576
003	ALLEGHANY	7,859
004	AMELIA	7,859
005	AMHERST	15,717
006	APPOMATTOX	7,859
007	ARLINGTON	31,434
008	AUGUSTA	15,717
009	BATH	7,859
010	BEDFORD	15,717
011	BLAND	7,859
012	BOTETOURT	7,859
013	BRUNSWICK	7,859
014	BUCHANAN	23,576
015	BUCKINGHAM	7,859
016	CAMPBELL	15,717
017	CAROLINE	15,717
018	CARROLL	15,717
019	CHARLES CITY	7,859
020	CHARLOTTE	7,859
021	CHESTERFIELD	47,152
022	CLARKE	7,859
023	CRAIG	7,859
024	CULPEPER	15,717
025	CUMBERLAND	7,859
026	DICKENSON	7,859
027	DINWIDDIE	7,859
028	ESSEX	7,859
029	FAIRFAX	102,162
030	FAUQUIER	15,717
031	FLOYD	7,859
032	FLUVANNA	7,859
033	FRANKLIN	23,576
034	FREDERICK	23,576
035	GILES	7,859
036	GLOUCESTER	15,717
037	GOOCHLAND	7,859

ISAEP ALLOCATIONS
FY 2005-2006

Payee Code	Locality	Allocation
038	GRAYSON	7,859
039	GREENE	7,859
040	GREENSVILLE	7,859
041	HALIFAX	23,576
042	HANOVER	23,576
043	HENRICO	47,152
044	HENRY	31,434
045	HIGHLAND	7,859
046	ISLE OF WIGHT	15,717
048	KING GEORGE	7,859
049	KING QUEEN	7,859
050	KING WILLIAM	7,859
051	LANCASTER	7,859
052	LEE	15,717
053	LOUDOUN	31,434
054	LOUISA	7,859
055	LUNENBURG	7,859
056	MADISON	7,859
057	MATHEWS	7,859
058	MECKLENBURG	15,717
059	MIDDLESEX	7,859
060	MONTGOMERY	15,717
062	NELSON	15,717
063	NEW KENT	7,859
065	NORTHAMPTON	7,859
066	NORTHUMBERLAND	7,859
067	NOTTOWAY	7,859
068	ORANGE	7,859
069	PAGE	15,717
070	PATRICK	7,859
071	PITTSYLVANIA	23,576
072	POWHATAN	15,717
073	PRINCE EDWARD	7,859
074	PRINCE GEORGE	7,859
075	PRINCE WILLIAM	47,152
077	PULASKI	15,717
078	RAPPAHANNOCK	7,859
079	RICHMOND COUNTY	7,859
080	ROANOKE COUNTY	15,717

ISAEP ALLOCATIONS
FY 2005-2006

Payee Code	Locality	Allocation
081	ROCKBRIDGE	23,576
082	ROCKINGHAM	31,434
083	RUSSELL	15,717
084	SCOTT	7,859
085	SHENANDOAH	15,717
086	SMYTH	23,576
087	SOUTHAMPTON	15,717
088	SPOTSYLVANIA	31,434
089	STAFFORD	31,434
090	SURRY	7,859
091	SUSSEX	7,859
092	TAZEWELL	23,576
093	WARREN	15,717
094	WASHINGTON	23,576
095	WESTMORELAND	7,859
096	WISE	23,576
097	WYTHE	15,717
098	YORK	15,717
101	ALEXANDRIA	31,434
102	BRISTOL	7,859
103	BUENA VISTA	7,859
104	CHARLOTTESVILLE	15,717
105	CLIFTON FORGE	With Alleghany Co.
106	COLONIAL HEIGHTS	7,859
107	COVINGTON	7,859
108	DANVILLE	23,576
109	FALLS CHURCH	7,859
110	FREDERICKSBURG	15,717
111	GALAX	7,859
112	HAMPTON	31,434
113	HARRISONBURG	7,859
114	HOPEWELL	15,717
115	LYNCHBURG	23,576
116	MARTINSVILLE	15,717
117	NEWPORT NEWS	47,152
118	NORFOLK	62,869
119	NORTON	7,859
120	PETERSBURG	23,576
121	PORTSMOUTH	39,293
122	RADFORD	7,859

ISAEP ALLOCATIONS
FY 2005-2006

Payee Code	Locality	Allocation
123	RICHMOND CITY	47,152
124	ROANOKE CITY	39,293
126	STAUNTON	15,717
127	SUFFOLK	23,576
128	VIRGINIA BEACH	62,869
130	WAYNESBORO	15,717
131	WILLIAMSBURG/JAMES CITY	15,717
132	WINCHESTER	15,717
134	FAIRFAX CITY	With Fairfax County
135	FRANKLIN CITY	7,859
136	CHESAPEAKE CITY	47,152
137	LEXINGTON	With Rockbridge Co.
138	EMPORIA	With Greensville Co.
139	SALEM	7,859
140	BEDFORD CITY	With Bedford Co.
142	POQUOSON	7,859
143	MANASSAS CITY	23,576
144	MANASSAS PARK	7,859
202	COLONIAL BEACH	7,859
207	WEST POINT	7,859

APPLICATION CHECKLIST

BEFORE YOU MAIL YOUR APPLICATION, PLEASE REVIEW THE FOLLOWING REMINDERS.

___   Does your application have these components in the following order:

        ___   Application Cover Sheet
        ___   Statements of Assurance
        ___   Programmatic Information
        ___   Career and Technical Skills Component Description
        ___   Budget Summary Sheet
        ___   Budget Worksheet

___   Do the Budget Summary Sheet and Budget Worksheet equal the same amount?

___   Is the total of the budget less than or equal to the 2005-2006 allocation for your division?

___   Has the division superintendent signed the Cover Sheet and Statements of Assurance?

___   Has the financial officer signed the Cover Sheet?

___   Is the envelope addressed correctly?