**Section 215.120 Application Procedures**

Eligible agencies, as defined in Section 215. 110 of this Part, may submit an application for program approval to the State Board of Education. The application shall contain at least the following information and assurances.

a) Information

1) Name and address of the applicant agency, and the name, title, and phone number of a contact person for the program.

2) A description of the structure and content of the alternative education program, including at least:

A) the procedures for determining student placement;

B) the criteria and procedures for awarding credits for prior and current student achievement;

C) a description of the coursework, including course titles, content covered, methods of instruction, and any requirements which students must successfully complete in order to be eligible for a diploma (in addition to those required by these rules);

D) for programs based in whole or in part on student learning goals and objectives, a description of the procedure for establishing such learning goals and objectives, the method of evaluating student achievement, and requirements which students must meet in order to be eligible for a diploma (in addition to those required by these rules); and

E) a description of the required qualifications of program staff in relation to the instructional or administrative services they will provide under the program.

b) Assurances

Applications shall contain assurances that:

1) the program will not discriminate against any student on the basis of race, color, national origin, handicap, or sex;

2) facilities used to offer instruction will be maintained in compliance with applicable building, fire, and health safety regulations; and

3) the agency has attempted to establish relationships with local school districts as described in Section 215.110(a) of this Part, and that the agency has correspondence on file to document the failure of such efforts.