Completing Virtual Schools Assurances in eProve

JULY 2022
Log into eProve
https://myjourney.cognia.org/login

If you do not have an eProve Log-in, contact your LEA technology coordinator or email customercare@cognia.org
Select your LEA from the drop-down menu. The assurance is completed by the LEA, not the school.

Which institution would you like to view?
Search by Institution name, location or customer number

 Alabama Department of Education (ALSDE)
From the dashboard, select “Diagnostics”
Click on the hamburger menu

Then click on Content Library.
The Virtual School Assurances are found under the **ALSDE** tab, along with other Alabama specific assurances.
Search for “Virtual” in the search bar

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Beginning an Assurance

Click on the three buttons next to the Virtual School Assurance.

Select “Start a diagnostic with custom content.”

The Diagnostic for the Compliance of Alabama Public Charter Schools is located under the Diagnostic tab in eProve. Please create it to see the expectations during an authorizing review.

Please answer the questions with an explanation, a description, or a statement of assurance.

Please answer the following questions and upload evidence in the attachments. The Authorizer will complete the Assurance and the reviewer will complete the Assurance. Any findings will result in corrective actions.
Name your diagnostic: example – Center County Virtual School 2022-23

Assign access to the diagnostic to anyone in your LEA who may need to complete it.

Click “Open Diagnostic.”
Answer each question for the virtual school in your LEA.

Select the appropriate answer.

If yes, upload the evidence in the Attachments section at the bottom of the diagnostic.

If no, explain your answer in the comment box.

Virtual School Assurances

Directions:
Please answer the question yes or no. If yes, please upload the evidence to support your answer. If no, please write an explanation in the comments provided.

1. Does your school system have a policy addressing how the system will provide a virtual option for students in Grades 9 through 12, at a minimum?
   - Yes
   - No
   - Comments
   - Attachments

2. Are your virtual courses accredited by a regional or national accrediting agency that is verified by the Alabama State Department of Education (ALSDE)?
   - Yes
   - No
   - Comments
   - Attachments
Attachments are uploaded at the end of the diagnostic.
Each LEA with a virtual school is required to complete the Virtual School Assurance.

By completing the assurance, the Superintendent and LEA leaders are certifying that the content is true, complete and accurate.

The assurance must be completed prior to November 15 of each school year.

By completing this diagnostic, I certify to the best of my knowledge and belief that the information contained herein is true, complete, and accurate and has been collected in the manner and at the time required under applicable law. I also certify that I am the individual or designated approving authority responsible for completing the information contained herein. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may lead to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

- I certify
- I do not certify

Comments

Attachments

Upload a file or enter a url for an external link related to your responses. File size is limited to 10 MB. Standard document, image, spreadsheet, and presentation files are acceptable. Please no audio or video files at this time.

+ Add Attachment
What sort of evidence needs to be uploaded?

It depends on the question. For most questions, the LEA can upload their board-approved virtual education policy.

Ex:

1. Does your school system have a policy addressing how the system will provide a virtual option for students in Grades 9 through 12, at a minimum? (Alabama Code Title 16. Education § 16-46A-1)

The board-approved virtual education policy acts as evidence of a virtual option and most of the questions about FERPA, IDEA, FAPE, 504, Special Education and Gifted Education services. If your LEA board-approved policy does NOT include those things, upload a letter from the Superintendent stating that those issues are being addressed in the virtual school.
Other types of evidence needed

• Record of course accreditation: provided by the content vendor. Not needed if ACCESS is used for course content.

• Copy of the contract between the LEA and the vendor providing course content.

• Evidence that students are correctly enrolled in the school and are on track to graduate.

• Evidence that each course provided by the vendor meets the Alabama Course of Standards. The vendors are to provide that information for the LEAs to upload.