Format updated 5-2021 and 5-2022

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *A program designed to supplement learning curriculum provided by the local education agency (LEA), based on the specific needs of each learner as written in the Individual Education Plan (IEP) or the Individual Plan of Employment (IPE). A program that is supplemental to the curriculum in local schools for K – 12*  *(ex: summer and weekend ECC* programs). | | | | | |
| Supplemental Learning Curriculum (SLC)  **Organization will establish a self-study committee to assess and rate the organization on the following:** | Supporting Documentation  Indicate name of file or cite page in documents you provide to show compliance. | Review Committee Decision | | |
| Fully Met | Partially Met | Not Met | |
| 1. Written policies and procedures approved by the governing authority are in place for the establishment of the Supplemental Learning Curriculum Program that assure the program is consistent with the organization’s mission statement. |  |  |  |  | |
| 2. Eligibility criteria and service delivery options are clearly defined. |  |  |  |  | |
| 3. A written annual program plan identifies the required personnel, facilities, equipment, supplies. |  |  |  |  | |
| 4. Written service plans are developed and implemented for each learner served and are included as a part of their Individual Education Plan (IEP) or the Individual Plan of Employment (IPE). |  |  |  |  | |
| 5. Staff maintain open channels of communication through meeting and exchange of written messages with LEA staff to facilitate planning and implementation of the learner’s objectives. |  |  |  |  | | |  |
| 6. Staff maintain coordination with ongoing services provided by this organization and other organizations that serve the individual. |  |  |  |  | | |  |
| 7. Staff are employed in enough numbers to meet the educational objectives and the health, safety, and therapeutic needs of the learners being served. |  |  |  |  | | |
| 8. A designated staff member is assigned to coordinate or supervise the program. |  |  |  |  | | |
| 9. Staff and administrators are qualified by education and experience and hold, certification and licensure as required, in their assigned areas. |  |  |  |  | | |
| 10. Physical facilities are suitably available with appropriate space and equipment to meet the educational needs of the learners. |  |  |  |  | | |
| Total Standards |  | /10 | /10 | /10 | | |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Supplemental Learning Curriculum Programs Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policy and Procedures Related to Supplemental Learning Curriculum Program for school aged learners
* Goals and Objectives for program (brochure, handouts, etc.)
* Promotional Materials
* IEP Samples
* Certifications and Resumes
* Job Descriptions
* Service Plans
* **See Section I. (G) Program Evaluation and Improvement Required Documents and Submit Each Item for Supplemental Learning Curriculum Program for school aged learners and Label “I. H Supplemental Learning Curriculum Program for school aged learners.”**
* Narrative to explain any standards you rated as partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: