

ANNUAL REPORT FOR OUT-OF-STATE PUBLIC AND PRIVATE INSTITUTIONS RECEIVING STATE FUNDS FOR COURT ORDERED PLACEMENTS

Instructions

1. This report is to be submitted by each institutional/facility school.
2. The school is to submit the following items with this report:
 - a. a daily instructional schedule,
 - b. an annual calendar,
 - c. a current fee schedule,
 - d. policies and procedures related to the admission of students,
 - e. a description of the student population, including ages and disabilities of students placed in the facility,
 - f. the student needs, problems, situations or patterns best addressed by the facility's education program,
 - g. criteria for discharge from the facility,
 - h. criteria for denial of admission to the facility,
 - i. a statement of the facility's policies and procedures for providing an education program to students with disabilities in need of special education and related services, and
 - j. a current financial statement audited by a certified public accountant to verify the facility is operating in accordance with generally accepted accounting principles.
3. Documents should be electronically sent to: jo-ann.numoto@wyo.gov
4. An original signed copy of this page **AND** supporting documentation too lengthy to send electronically should be mailed to: Wyoming Department of Education; attn: Jo Ann Numoto; 2300 Capitol Avenue, 2nd Floor; Cheyenne, WY 82002 by August 4, 2014.

Institution Name and School ID Number

Facility Director or Designee (Print Name and Title)

Facility Director or Designee Signature and Date

ADHERENCE TO STATUTES, RULES, REGULATIONS, POLICIES, AND PROCEDURES

IMPORTANT NOTE: The signature above indicates that this institution is in compliance with ALL applicable education laws of Wyoming and ALL applicable rules and regulations related to education in Wyoming.

The institution understands that it is required to fulfill all statutory, regulatory and program requirements inherent in this assurance report and must comply with applicable Wyoming State Board of Education rules. If there is a statute or regulation with which the institution is not in compliance, please circle the numbered item and attach an accompanying explanation.

1. The institution is licensed or accredited as a private residential treatment facility by the appropriate state authority. Chapter 14, Section 5
2. The institution ensures that all structures used for the purposes of the education program meet all state and local requirements for health and safety. Chapter 14, Section 5
3. The institution maintains a written statement that identifies the types of educational services provided and the characteristics of the students to be served by the education program of the facility. Chapter 14, Section 5
4. The institution maintains a current written description of the on-grounds educational program that includes a description of the student population, including ages and any identified disabilities. Chapter 14, Section 5
5. The institution maintains a current written description of the on-grounds educational program that includes a daily instructional schedule, number of instructional hours per day and number of instructional days per year. Chapter 14, Section 5 (***Include a daily instructional schedule and an annual calendar as attachments to this report.***)
6. The institution maintains accurate case records about each student to include: date of admission, source of referral, order of the court, date of discharge should the student leave, documentation of the current custody and legal guardianship, and the student's birth date. W.S. 21-13-315 and Chapter 14, Section 5
7. The institution maintains accurate records of each student's actual attendance of the educational program. Chapter 14, Section 5
8. The institution maintains accurate reports relating to each student's education program. Chapter 14, Section 5
9. The institution maintains all records necessary to comply with the provisions of P.L. 101-376 and applicable state laws, rules and regulations concerning students with disabilities. Chapter 14, Section 5
10. The institution employs teachers who are properly certified and endorsed by the appropriate state authority. Chapter 14, Section 5
11. The institution ensures that each student in care is provided with the transportation necessary to access the education program provided that student. Chapter 14, Section 5
12. The institution complies with the provisions of 20 U.S.C. 1400 et seq. and its applicable state laws and rules and regulations governing education programs for children with disabilities. Chapter 14, Section 5
13. The institution provides equal access for disabled students as required by applicable federal and state laws and related rules and regulations. Chapter 14, Section 5
14. The institution guarantees equal opportunities to all education programs regardless of the student's race, sex, religious preference, or disability. Chapter 14, Section 5
15. The institution meets the health and fire regulations for purposes of occupancy in its state. Chapter 14, Section 7
16. The institution provides an education program approved by its state agency governing education of school-aged students. Chapter 14, Section 7
17. The institution submits written reports to the Wyoming Department of Education as required. Chapter 14, Section 7
18. The institution ensures that all services for which educational payments are being reimbursed are for education or educational related services as defined by the Wyoming State Board of Education Rules and Regulations. Chapter 14, Section 8
19. The institution meets the minimum standards for an approved program and holds an approved status from WDE, which indicates the program is in substantial compliance with these rules and regulations. Chapter 14, Section 8
20. The institution bills the WDE for education program costs for each school-age child placed in the facility under the provisions of W.S. 21-13-315. Billing is monthly and submitted on the form prescribed by the Finance Unit of WDE. The institution understands that only authorized costs will be paid from public funds. Chapter 14, Section 8

21. The institution provides a written schedule of fees charged for the education program (tuition) in which students are enrolled, including the identification of the fee for each education related service students receive. Chapter 14, Section 8 (***Include current fee schedule as an attachment to this report.***)
22. The institution annually provides to the WDE a current financial statement audited by a certified public accountant to verify the facility is operating in accordance with generally accepted accounting principles. Chapter 14, Section 9 (***Include financial statement as an attachment to this report.***)
23. The institution welcomes on-site visits of its education program by a representative of the WDE in order to verify the approved status of the facility and information submitted for review. Chapter 14, Section 9
24. The institution provides annual training to all school personnel concerning discrimination, confidentiality, and occupational exposure to blood-borne pathogens. 29 CFR 1910