



# School District Assurances

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## School District Assurances



Classified Staff Background Assurance		+ 0 Files	Create
Open Enrollment Assurance <span style="background-color: #e91e63; color: white; border-radius: 10px; padding: 2px 5px;">Public only</span>		+ 0 Files	Create
Kindergarten Requirement Assurance		+ 0 Files	Create
Student Records-Secure Storage Assurance		+ 0 Files	Create
Graduation Requirements Assurance		+ 0 Files	Create
Character Development Instructions		+ 0 Files	Create
Alternative Instruction Notification Component <span style="background-color: #e91e63; color: white; border-radius: 10px; padding: 2px 5px;">Public Only</span>		+ 0 Files	Create



+ 3 Files

Create

*Upload signed assurance statement on district letterhead that all district classified staff whose hire date qualifies them (7/1/2000) has a DCI/FBI generated background check report on file. In the assurance, list the name(s) of any classified staff whose file does not include a background report. Authorized by SDCL 13-10-12 and clarified by SDCL 13-10-14.*

## School District Assurances

You will need to upload a signed assurance statement on school letterhead for each of the sections.

# Classified Staff Background Assurance

▶ **For the Review:** Click on where the arrow is and upload a signed assurance on school letterhead stating that all staff who are required have a background check on file. If you are missing a background check, please list the name and comment on how you are handling the situation.

▶ All staff and student teachers must have a background check on file if hired after July 1, 2000.

▶ When uploading documents to the system do not use any punctuation or special characters when creating file names.

▶ Authorized by SDCL 13-10-12 and SDCL 13-10-14

**School District Assurances**

Classified Staff Background Assurance	ⓘ	Click Here	+ 0 Files	Create
Open Enrollment Assurance	ⓘ	Public only	+ 0 Files	Create
Kindergarten Requirement Assurance	ⓘ		+ 0 Files	Create

## Open Enrollment

Assurance Type	Info	Files	Action
Classified Staff Background Assurance		+ 0 Files	Create
Open Enrollment Assurance <span>Public only</span>		+ 0 Files	Create
Kindergarten Requirement Assurance		+ 0 Files	Create

Parents or guardians must submit the completed application to the “choice district.”

The school board of the “choice” district acts on the applications of students who want to transfer in. (No action is required by the resident district from where the student plans to transfer; however, a copy of the application will be provided to the home district for informational and planning purposes).

Within five days after school board action on the application (either to approve or disapprove), the “choice” district sends a signed copy of the form back to the parent or guardian.

**\*For the review** click where the arrow is and upload a signed assurance by the district that open enrollment procedures are followed as per SDCL 13-28-43.

When uploading documents to the system do not use any punctuation or special characters when creating file names.

NOTE: This is only required for Public Schools.

# Kindergarten Requirements

**School District Assurances**

Classified Staff Background Assurance		+ 1 Files	Create
Open Enrollment Assurance (Public School Only)		+ 1 Files	Create
Kindergarten Requirement Assurance		+ 1 Files	Create
Student Records-Secure Storage Assurance		+ 1 Files	Create

Click Here

▶ Kindergarten and junior kindergarten programs must be taught by certified staff and aligned to state content standards. If a district offers a combined preschool and junior kindergarten or combined preschool and kindergarten program, the programs must be accounted for separately. Students must be age 5 on or before September 1 of the current school year.

▶ **\*For the review** click where the arrow is and upload a signed assurance statement on school letterhead stating that Kindergarten Requirements are followed as per SDCL 13-28-2 and 13-28-4.

▶ When uploading documents to the system do not use any punctuation or special characters when creating file names.

## School District Assurances

Classified Staff Background Assurance		+ 1 Files	Create
Open Enrollment Assurance (Public School Only)		+ 1 Files	Create
Kindergarten Requirement Assurance	 Click Here	+ 1 Files	Create
Student Records-Secure Storage Assurance	 	+ 1 Files	Create

A permanent record of each student's scholarship and attendance shall be kept and stored in a safe place where it cannot be destroyed. If safe storage is not available at the school, a duplicate set of records shall be maintained and stored in a safe place other than the school building.

\*For the review click on arrow and upload evidence showing (photo), or signed assurance statement on district letterhead, that all student files are housed in a secure location(s).

When uploading documents to the system do not use any punctuation or special characters when creating file names.

Authorized by ARSD 24:43:09:02 and SDCL 13-3-56

## Student Records- Secure Storage Assurance

# Graduation Requirements

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The screenshot shows a list of three categories in a web interface. Each category has a 'click here' button, a '+ 0 Files' button, and a 'Create' button. A blue arrow points to the 'click here' button for 'Graduation Requirements'.

Category	Action	Files	Create
Graduation Requirements	click here	+ 0 Files	Create
Character Development Instruction	ⓘ	+ 0 Files	Create
Alternative Instruction Notification (Public School C)	ⓘ	+ 0 Files	Create

Districts must offer at a minimum every two years the courses required for high school graduation. See [ARSD 24:43:11:07](#) for the offerings required and [24:43:11:02](#) for the graduation requirements. Earned advanced endorsements must be listed on student high school transcripts per [ARSD 24:43:11:01](#). Districts must be able to show that they are in compliance with these requirements.

**For the Review:** Click here and upload evidence of courses and credit required for high school graduation as well as courses offered should be submitted. Providing a student handbook showing graduation requirements and a course guide listing course offerings are typical types of evidence submitted.

DOE will analyze three high school transcripts of graduated seniors to check for compliance with listing advanced endorsements on the transcript.

Uploaded documents need to be saved in PDF format. Do not use punctuation or special characters when creating the file names.

# Character Development Instruction Assurance

▶ Unless the governing body elects, by resolution, effective for not less than one or more than four school terms, to do otherwise, character development instruction shall be given in all public and nonpublic elementary and secondary schools in the state to impress upon the minds of the students the importance of citizenship, patriotism, honesty, self discipline, self respect, sexual abstinence, respect for the contributions of minority and ethnic groups to the heritage of South Dakota, regard for the elderly, and respect for authority.

▶ **\*For the Review:** Click here and upload a signed assurance statement, on district letterhead, indicating that character development instruction is included in the K-12 curriculum.

▶ When uploading documents to the system do not use any punctuation or special characters when creating file names.

▶ Authorized by SDCL 13-33-6.1

Graduation Requirements



+ 0 Files

Create

Character Development Instruction



+ 0 Files

Create

Alternative Instruction Notification (Public School C



+ 0 Files

Create



# Alternative Instruction Notification - Assurance

- ▶ Each notification of alternative instruction pursuant to § 13-27-3 shall be on a standard form that declares that the child will be provided with alternative instruction per § 13-27-3. The completed form must contain the child's name, birthdate, resident district, and open enrolled district if applicable, signature of the parent, guardian, or other person having control of the child and information for the return of the form. The Department of Education or the local district shall provide the parent, guardian, or other person having control of the child with a signed or stamped copy of the notification as proof of notification. The notification shall be kept confidential. The form shall be provided by the secretary of the Department of Education but may not require more details than set forth by this section.
- ▶ The notification shall be filed within thirty days from the first time the child begins an alternative instruction program while the child is of school age as defined in § 13-27-1 and is not required thereafter unless one or more of the following transitions occur:
  - ▶ (1) A child enrolls in a public or nonpublic school; or
  - ▶ (2) A child moves to a different school district.
- ▶ The parent, guardian, or other person having control of the child shall provide notification of any transitions by submitting the standard notification form to the Department of Education or the local district within thirty days of the transition.

▶ **\*For the Review:** Click here and upload a signed assurance statement, on district letterhead, indicating that "all Alternative Instruction Notification paper forms initially received by the district have been signed and a copy was sent to the parent/guardian and the SD DOE pursuant to SDCL 13-27-7."

- ▶ When uploading documents to the system do not use any punctuation or special characters when creating file names.

Graduation Requirements		+ 0 Files	Create
Character Development Instruction		+ 0 Files	Create
Alternative Instruction Notification (Public School)		+ 0 Files	Create

click here

## Things to remember

- ▶ ASSURANCE STATEMENTS MUST BE SUBMITTED ON SCHOOL LETTERHEAD.
- ▶ WHEN UPLOADING DOCUMENTS TO THE SYSTEM DO NOT USE ANY PUNCTUATION OR SPECIAL CHARACTERS WHEN CREATING FILE NAMES.
- ▶ ONCE A DOCUMENT IS UPLOADED IT CAN'T BE REMOVED.

Thank you!

## Office of Accreditation

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Click on “Accreditation”