LOCAL EDUCATION AGENCY (LEA) APPLICATION
For
GRADUATION COACH DROPOUT PREVENTION INITIATIVE

Preventing School Dropouts and Increasing Graduation Rates

FY 2011
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# LEA FUNDS SUMMARY PAGE
**GRADUATION COACH FY 2011 FUNDS**

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<thead>
<tr>
<th>APPLICANT AGENCY</th>
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## CONTACT INFORMATION

Name: __________________________

Title: __________________________

Telephone: ______________________

Fax: ____________________________

E-mail: __________________________

## ADDRESS

________________________________

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________________________________

________________________________

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______________________________

## BUDGET: LEA Award Allocation

________________________________

Total

________________________________

## CERTIFICATION: To the best of my knowledge, the information contained herein is complete and correct. The FY 2011 program(s) will be implemented as described in the application. The Applicant Agency, __________________________, is responsible for complying with all applicable state requirements including the resolution of any audit exception, and the grantees must not supplant previously existing local, state, or federal funds currently utilized for any part of the proposed program.

It is further assured that all LEA program personnel have attended an intensive planning session to ensure that all local, state and federal funds are maximally used to ensure broad service delivery and no duplication of services.

I have reviewed the attached application/budget. The proposed expenditures appear to be coded properly and will be incorporated into the LEA’s systemwide budget.

Signature of Chief Financial Officer/Finance Director __________________________  Date

Signature of LEA Superintendent __________________________  Date

## FOR SDE USE ONLY

Joseph B. Morton

State Superintendent of Education

Date

Return applications by August 3, 2010, to the following address:

Alabama State Department of Education

Prevention and Support Services Section

5227 Gordon Persons Building

P.O. Box 302101

Montgomery, Alabama 36130-2101
ABSTRACT

Provide an abstract incorporating the abstract guidelines not to exceed five pages. Briefly and clearly describe the role and responsibilities of the Graduation Coach role in the development and implementation of the dropout prevention action plan, including program goals, strategies/action steps, and method of evaluation. The current dropout and graduation rate should be included. The school to be served by the Graduation Coach should be named.
ABSTRACT

Note: Failure to comply with description format requirements may result in delay of review and/or approval of the application.

1. Population and School to be Served (e.g., Students At-Risk Grades 9-12, Dropout Rate/Graduation Rate). The Graduation Coach will be assigned to a single school that serves students in Grades 9-12.

2. Rationale and Purpose of the Graduation Coach role are to ensure students’ successful graduation from Alabama’s public school system.

3. Roles and Responsibilities as specifically related to the student population and school to be served to include, but are not limited to, the following:
   - Identifying students at risk.
   - Developing and/or sustaining schoolwide support and interventions that include guiding students in meeting graduation requirements.
   - Generating school support.
   - Providing direct service.
   - Developing a local Collaborative Graduation Team.
   - Developing transitional programs and vertical teams.
   - Developing family, community, and other relationships.
   - Sharing success stories in various forms of media.
   - Evaluating and reporting.
   - Ensuring the coach will not be a teacher during the day but rather work with school personnel, families, and other agencies to assure students’ success in school.
   - Providing and/or submitting reports to the State Department of Education as scheduled or requested.

4. Professional Qualifications, Experiences, and Abilities as specifically related to the student population and school to be served to include, but are not limited to, the following evidence of:
   - Valid licensure and/or certification in his/her chosen professional field.
   - Appropriate background check.
   - Successful experience working with students at risk (not restricted to the classroom).
   - Knowledge of appropriate strategies for reducing at-risk student behaviors.
   - Ability to effectively communicate with students, families, and other adults.
   - Ability to develop, analyze, implement, and track prevention and intervention strategies and plans.
   - Knowledge of and the ability to analyze and utilize data to effectively impact student progress.
   - Knowledge, understanding, and ability to access available alternative education opportunities and community resources to further improve students’ ability to succeed.
   - Ability and willingness to advocate for each student at risk of becoming a dropout to stay in school.
   - Full-time position as Graduation Coach.

5. Projected Timeline/Matrix of Responsibilities that clearly establishes the onset and completion (employment dates) of the Graduation Coach’s roles and responsibilities associated with the plan of action for the selected school. The individual(s)/entity(ies) responsible for each action item/activity/other should be listed. Method of delivery (e.g., daily, weekly, monthly, and other) should be indicated.
6. **Evaluation (Formative and/or Summative)** of the Graduation Coach position and corresponding dropout prevention action plan should be directly related and reflect a definite correlation to the LEA’s and school’s data related to, but not limited to, dropout rate, graduation rate, retention, attendance, and other appropriate data sources.

   **Formative**
   Defined: Evaluations at regular intervals of progress, with accompanying feedback, in order to help instructional leaders’ performance and provide direction for improvement of a program. (Bernhardt, V.L. 2004, Adapted).

   Evaluation and feedback will be completed at regular intervals by the LEA to determine the effectiveness of the proposed Graduation Coach position and corresponding plan of action. The Graduation Coach and the dropout prevention plan of action must clearly demonstrate a decrease in the school’s number of dropouts and an increase in the number of graduates when comparing 2009-2010 to 2010-2011 school dropout and graduation rate data. Evidence of a formative evaluation, or timely feedback throughout the learning experience, may include, but not be limited to, the following: (1) observations specific to the daily activities of the program; (2) reflective discussions; (3) various assessments (e.g., ongoing check points or benchmark assessments and other); (4) anecdotal information; (5) pre-test and post-test; and (6) other.

   **Summative**
   Defined: An evaluation designed to provide information; used in making judgments about achievement at the end of a period of instruction. (Bernhardt, V.L. 2004, Adapted)

   Evaluation and feedback conducted upon completion of the plan of action will determine how effectively the Graduation Coach and the dropout prevention plan of action reduced the school’s dropout rate and increased the graduation rate from the 2009-2010 to 2010-2011 school year. Evidence of a summative evaluation upon completion of the learning experience may include, but not be limited to, the following: (1) reflection of specific program implementation; (2) post-test assessment(s) as compared to pre-test data; (3) surveys; (4) measurable data; (5) anecdotal information; and (6) other.

7. **Budget**

   Use the budget forms provided for accurate reporting of all funding amounts and to clearly and accurately reflect appropriate expenditure of local, state, and federal funds in keeping with all laws, rules, policies, and regulations.

   Also include a budget narrative that provides a brief description of how funds are to be utilized by major categories (personnel salary, fringe benefits, travel, etc.)

   Each site selected will receive $20,000 to pay for the salary, benefits, and travel required for the Graduation Coach. The Graduation Coach will work appropriately 180 days per year and be paid on the local salary schedule commensurate with degrees held and experience. Please complete the contact information sheet for the Graduation Coach. If a flexible schedule is required, please contact Dr. Kay Atchison Warfield for suggestions. The SDE will provide training for all Graduation Coaches with one to four years of experience in August and October. A new leadership training to build LEA capacity with two or more Graduation Coaches is scheduled in August and September.
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General Information

Contact Information and Technical Assistance

If you have questions and/or need assistance, please contact:

Dr. Kay Atchison Warfield
Alabama State Department of Education
Prevention and Support Services Section
Telephone: (334) 242-8165

On-Line Access
To download the application and supporting documents electronically, go to the SDE Web site at www.alsde.edu. Click on Sections, Prevention and Support Services, Dropout Applications, and then select the Graduation Coach application.

Timelines for Submission
APPLICATIONS should bear a legible post-mark of August 3, 2010, or be hand-delivered by 5 p.m. (CSTD) on the same date to:

Dr. Kay Atchison Warfield
Alabama State Department of Education
Prevention and Support Services Section
5227 Gordon Persons Building
P.O. Box 302101
Montgomery, AL 36130-2101
Graduation Coach  
Contact Information Sheet

Name: __________________________ System: __________________________

Contract Beginning Date: __________ Contract Ending Date: __________

Type of Certification and/or Licensure: __________________________

Telephone: __________________________ Fax: __________________________

Number: __________________________ Number: __________________________

E-mail: __________________________________________

Assigned School:
_________________________________________________________________

Address:
_________________________________________________________________

Telephone Number:
_________________________________________________________________

Fax Number:
_________________________________________________________________

When the LEA Graduation Coach has been employed, please submit this form by fax to Charlene Thomas at 334-353-5962.