WDE VIRTUAL 307

Opportunity Through Education

Virtual Education Program Application Narrative

For the 2023-24 school year, the Virtual Education Coordinator for any school district that didn't have an approved virtual education program in the 2022-23 school year must complete and submit this Application Narrative. The Narrative is due on or before **May 5, 2023**, for the district to be eligible to apply for the 2023-24 Distance Education Grant. Otherwise, the deadline is **July 31, 2023**. Completed applications may be sent to wde-virtual307@wyo.gov or lori.thilmany@wyo.gov.

School District: _____

Virtual Education Coordinator: _____

Virtual Education Program Name: _____

Complete each of the following application narrative sections (A-F).

Course Evaluation Narrative

A. Methods of course procurement (500 words or less):

- What are the method(s) of course procurement and reasoning for this process?
  - If the program leases or purchases course content, describe the vendor providing the content.
  - If the program uses district-developed course content, describe the build process and team, evaluative measures, peer reviews, etc.
- Include supporting data, research, etc.

B. Course evaluation and improvement (500 words or less):
- What is the continuing evaluation and improvement cycle used to ensure high quality course content?
- Include supporting data, research methods, etc.

Student Accountability Narrative

C. Student enrollment requirements (250 words or less):
- What are the enrollment requirements of students within the district prior to the start of class(es)?
- What are the enrollment requirements of students enrolled by other districts as applicable prior to the start of class(es)?

D. Pre-enrollment consultation (500 words or less):
- What pre-enrollment consultation services will be provided to ensure the virtual education program/class(es) is/are appropriate to the learning capabilities of individual students?
- What required virtual education class training, simulations, readiness inventories, surveys or experiences will students receive prior to the start of class(es)?

E. Instructional support from learning coaches (500 words or less):
- What are the roles and duties of district-assigned learning coach to assist the student, track participation, and monitor student progress (for part-time or full-time virtual education provided in a brick and mortar school setting)?
- What are the roles and duties of family-designated learning coach to assist the student, track participation, and monitor student progress (for part-time or full-time virtual education provided in a home setting)?
- What is the intervention plan to assist any student not performing satisfactorily or failing to achieve required progress?

Teacher Accountability Narrative

F. Professional development for virtual education teachers (completion of a seven hour workshop approved by the Professional Teaching Standards Board is the minimum annual requirement) and training/assistance for learning coaches (750 words or less):

- What pre-service components are available for first-time virtual education teachers?
- What ongoing professional development is provided for virtual education teachers?
- What process is used to evaluate the professional development activities and methods?
- What are the teacher performance expectations and methods of evaluation?
- What technical assistance or training is provided for learning coaches (district-assigned and/or family-designated)?