



Dropout Prevention and Recovery (DPR) Report Card Designation for the 2023-2024 School Year

Community schools seeking a dropout prevention and recovery school designation must work with their sponsors to complete this application. Schools designated as dropout prevention and recovery schools are eligible to receive the alternative report card. The department will evaluate dropout prevention and recovery schools on graduation rate, achievement, gap closing, progress in reading and mathematics, and post-secondary outcomes. [Find more information](#) on the components of the alternative report card and how the department will evaluate dropout prevention and recovery schools.

Definition of Dropout Prevention and Recovery School:

In accordance with Ohio Administrative Code (OAC) 3301-102-10, a dropout prevention and recovery school is one to which any of the following applies:

- (1) Any community school that operates a drug recovery program in cooperation with a court; or
- (2) Any community school in which the majority of students are enrolled in a dropout prevention and recovery program operated by the school that meets the following criteria:
 - (a) The program serves only students not younger than sixteen years of age and not older than twenty-one years of age;
 - (b) The program enrolls students who, at the time of their initial enrollment, either, or both, are at least one grade level behind their cohort age groups or experience crises that significantly interfere with their academic progress such that they cannot continue their traditional programs;
 - (c) The program requires students to attain at least the applicable score designated for each of the assessments prescribed under division (B)(1) of section 3301.0710 of the Revised Code or, to the extent prescribed by rule of the state board of education under division (D)(5) of section 3301.0712 of the Revised Code, division (B)(2) of that section;
 - (d) The program develops an individual career plan for the student that specifies the student's matriculating to a two-year degree program, acquiring a business and industry credential, or entering an apprenticeship;
 - (e) The program provides counseling and support for the student related to the plan developed under division (A)(4) of section 3314.26 of the Revised Code during the remainder of the student's high school experience; and
 - (f) The program's instructional plan demonstrates how the academic content standards adopted by the state board of education under section 3301.079 of the Revised Code are taught and assessed; or
- (3) Any conversion community school whose sponsoring district has received a waiver from having the school's academic data rolled up into the district's local report card because the school primarily enrolls students between sixteen and twenty-two years of age who dropped out of high school or are at risk of dropping out of high school due to poor attendance, disciplinary problems, or suspensions.

Timeline for Form Submission:

For community schools seeking the dropout prevention and recovery report card designation, please note the following timelines:

July 1: The community school must work closely with its sponsor to complete the form. Sponsors are required to submit the completed application for each community school seeking the dropout prevention



and recovery designation **via Epicenter by July 1**.

Aug. 15: The community school and sponsor will receive a decision from the Ohio Department of Education on the status of the application. Applications must include all completed fields and the department must receive the completed application **by July 1**. The department will not review any late or incomplete applications. All approved schools will receive a dropout prevention and recovery report card for the **2023-24** school year.

Ten business days prior to the first day of instruction: Sponsors must submit opening assurances indicating the community school has met all the requirements of a dropout prevention and recovery school at least ten business days prior to the first day of instruction.

Required Assessments:

Community schools that serve a majority of their students through dropout prevention and recovery programs must prepare students to meet the same requirements as students in traditional public school districts. Ohio Revised Code 3314.017 requires report cards for dropout prevention and recovery schools to include growth measures in reading and mathematics from nationally norm-referenced assessments. The Star Reading and Star Math assessments, from Renaissance, were selected by the Department for this purpose. Dropout prevention and recovery schools must administer the Star assessments to students in grades 9 and higher in reading and mathematics twice per year. [Find more information](#) on the Dropout Prevention and Recovery Assessments webpage. In addition to the Star assessments, students in dropout prevention and recovery schools are required to take all state mandated assessments.

Verification on Student Enrollment:

The Ohio Department of Education will verify student enrollment in each school requesting a dropout prevention and recovery designation after the first Community School/School Options Enrollment System (SOES) Student Collection closes. Please check EMIS updates for specific date of when the collection closes. For schools to maintain their eligibility for the dropout prevention and recovery report card designation, these schools must have **more than 50 percent** of students enrolled in the dropout prevention and recovery program. If a school is determined to have **50 percent or fewer** of its students enrolled in its dropout prevention and recovery program, the Department will remove the school's dropout prevention and recovery report card designation, and the school will receive a traditional report card.

Removal of Dropout Prevention and Recovery Designation:

Community schools no longer seeking the dropout prevention and recovery report card designation must notify the Ohio Department of Education in writing prior to the start of the new academic year. All requests to remove the dropout prevention and recovery designation must be clearly stated in a letter addressed to the department and must include the signatures of the school's governing authority representative (or designee) and sponsor. Sponsors must submit signed letters **via Epicenter by July 1** for the upcoming academic year.

All community schools and sponsors must adhere to the timelines outlined above and submit the completed form **via Epicenter**. If you have any questions, please email community.schools@education.ohio.gov.

All community schools and sponsors must adhere to the timelines outlined in this document and submit the completed application with all attachments **via Epicenter**. Community schools applying for the dropout prevention and recovery report card designation for the upcoming school year and received approval for the dropout prevention and recovery report card designation during the previous school year do not need to resubmit all attachments with the application if there have been no changes to their dropout prevention and recovery program. If there are changes to the dropout prevention and recovery program, the community school must include updated documentation with the completed application. Previous applicants with no program changes need to only complete pages 4 and 5 of this application. If you have any questions, please email community.schools@education.ohio.gov.



Instructions for Submitting DOPR Report Card Designation Application in Epicenter:

- 1) Log onto Epicenter at epicenternow.org.
- 2) Click the **Sign In** link at the top of the screen.
- 3) Enter your username and password.
- 4) Click on **Document Center**.
- 5) On the Document Center page, click **Submission Upload** button.
- 6) For Entity Type, select school.
- 7) For Submission Type, select DOPR Report Card Designation Form.
- 8) For Entities, select the appropriate school by checking the box next to the school's name.
- 9) Enter the required information.
- 10) Click the **Upload New File** button to upload your document.
- 11) (Optional) Type a brief message to the reviewer.
- 12) Click Submit.

Instructions for Submitting DOPR Report Card Designation Removal Letter:

- 1) Log onto Epicenter at epicenternow.org.
- 2) Click the **Sign In** link at the top of the screen.
- 3) Enter your username and password.
- 4) Click on **Document Center**.
- 5) On the Document Center page, click **the Submission Upload** button.
- 6) For Entity Type, select school.
- 7) For Submission Type, select DOPR Report Card Designation Removal Letter.
- 8) For Entities, select the appropriate school by checking the box next to the school's name.
- 9) Enter the required information.
- 10) Click **Upload the Upload New File** button to upload your document.
- 11) (Optional) Type a brief message to the reviewer.
- 12) Click Submit.



Application for Dropout Prevention and Recovery Report Card Designation

Name of School: _____ School's IRN: _____

School's Address: _____

Grade Levels Enrolled: _____ Age Range Enrolled: _____

Projected Student Enrollment for School: _____

Projected Student Enrollment in Dropout Prevention and Recovery Program: _____

Name of Sponsor: _____ Sponsor's IRN: _____

Sponsor and School Affirmations

We, the representatives of the above-named sponsor and community school, verify that the school meets all criteria outlined in OAC 3301-102-10 to be eligible for the dropout prevention and recovery designation. We understand and agree to comply with all requirements that apply to dropout prevention and recovery schools.

Sponsor's Signature Print Name Date

Superintendent's Signature Print Name Date

Sponsors who will be sponsoring new dropout prevention and recovery community schools must ensure each school's education plan meets the requirements outlined in statute to be eligible for the dropout prevention and recovery report card designation. The department will be reviewing community school contracts to ensure each school meets the requirements outlined in statute to be eligible for the dropout prevention and recovery report card designation.



Previous Applicants Only

Please complete this page only if the community school is seeking the dropout prevention and recovery report card designation for the **2023-24** school year and has received approval from the department for the dropout prevention and recovery report card designation during the previous school year. New applicants and previously denied applicants will not need to complete this page of the application.

The superintendent of the community school and its sponsor must indicate whether the school's education plan and supporting documentation previously submitted has changed. If any of the supporting documentation has changed, please indicate which attachment(s) has/have changed and provide all changes with this page of the application.

Sponsor and School Affirmations

We representatives of the above-named sponsor and community school, affirm that the supporting documentation previously provided to the Department has not changed, or if the supporting documentation previously provided has changed, we have attached those changes to this application. If at any point there are further changes to the school's education plan or supporting documentation, we will provide the revised documentation to the Department within ten days of the effective changes.

Sponsor's Signature

Print Name

Date

Superintendent's Signature

Print Name

Date

*All community schools seeking the dropout prevention and recovery report card designation are subject to the student enrollment verification, which will occur after the first student collection. Please see page 2 for additional information on the student enrollment verification.



Attachment A:

1. Describe how the school determines that students enrolling in the dropout prevention and recovery program, at the time of their initial enrollment, either, or both, are at least one grade level behind their cohort age groups or experience crises that significantly interfere with their academic progress such that they cannot continue their traditional programs.
2. Please describe what academic assessment is administered at the time of enrollment to determine students' academic achievement levels.

Reference: OAC 3301-102-10 (A)(2)(b)

Attachment B:

1. Provide documentation describing the program requirements for students to attain the score designated by the state for each of the state mandated assessments required for graduation. This documentation may be from statements within the contract, adopted governing authority policy and/or from parent/student handbooks.

Reference: OAC 3301-102-10 (A)(2)(c)

Attachment C:

1. Describe and provide an example of a student's Individual Career Plan (ICP), absent personally identifying information. The plan must specify the student matriculating to a two-year degree program, acquiring a business and industry credential, or entering an apprenticeship.

Reference: OAC 3301-102-10 (A)(2)(d)

Attachment D:

1. Provide documentation that demonstrates how the school provides ongoing counseling and support services for students during the remainder of the high school experience related to the individual career plan as described in Attachment C.
2. Describe who provides the support and counseling, how often it is provided and how frequently the ICP is updated.

Reference: OAC 3301-102-10 (A)(2)(e)

Attachment E:

1. Provide a copy of the school's educational plan, which demonstrates how the academic standards adopted by the state board of education will be taught and assessed. An example of this should be included in each school's contract but may be supported by additional documentation.

Reference: OAC 3301-102-10 (A)(2)(f)