

# Program or School Application Process

Alternative/Non-traditional Education

# Purpose

The purpose of revising the Site Application Process:

- To provide a succinct and efficient process for districts to secure a site code for an Alternative School or Program.
- To ensure adherence to the GA Board Rule 160-4-8.12
- To ensure alignment of services to the GA Standards for Alternative/Non-traditional Education

# District Request for a Site Code

Districts request a Site Code for the following 3 reasons:

- 1) Creating a New Alternative/Non-traditional Education Program or School
- 2) Converting an Alternative/Non-traditional Education Program into a school
- 3) Converting an Alternative/Non-traditional Education School into a Program

# Securing a Site Code

The Approval Structure for Districts includes 3 phases:

- Alternative School or Program Approval
- Facilities Services Approval
- School or Program Code Assignment

# Georgia Board Rule 160-4-8.12

## Phase 1

The Georgia Board Rule 160-4-8.12 provides definitions and requirements for districts to follow when operating an Alternative/Non-traditional Education Program or School - <https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-8-.12.pdf>

Complete the **District Checklist for Creating or Converting an Alternative School or Program** and submit for approval to: [https://shealy-my.sharepoint.com/:w:/g/personal/debra\\_white\\_doe\\_k12\\_ga\\_us/Eco8Ms-5Ff1MqOoAk-005MgBCdrd40FthvPcuWQOfrViaA?e=00XBel](https://shealy-my.sharepoint.com/:w:/g/personal/debra_white_doe_k12_ga_us/Eco8Ms-5Ff1MqOoAk-005MgBCdrd40FthvPcuWQOfrViaA?e=00XBel)

# Facilities Services Approval

## Phase 2

Complete the **REQUEST FOR SCHOOL** or **PROGRAM CODE** and submit for approval to:

- Education Research and Evaluation Specialist  
Georgia Department of Education Facilities Services Unit,  
[kwaldrep@doe.k12.ga.us](mailto:kwaldrep@doe.k12.ga.us)

[https://shealy-my.sharepoint.com/:b:/g/personal/debra\\_white\\_doe\\_k12\\_ga\\_us/Ed-2LFwvnwtFpFajSZmPE78BJvZ2YuW00MBUHO2ZVQbGuA?e=CKgixR](https://shealy-my.sharepoint.com/:b:/g/personal/debra_white_doe_k12_ga_us/Ed-2LFwvnwtFpFajSZmPE78BJvZ2YuW00MBUHO2ZVQbGuA?e=CKgixR)

[https://shealy-my.sharepoint.com/:b:/g/personal/debra\\_white\\_doe\\_k12\\_ga\\_us/EasBeu7gGt5IpYQFkT90KxB-f2TlzBSW\\_R0osjczVcH3Q?e=Uh19kr](https://shealy-my.sharepoint.com/:b:/g/personal/debra_white_doe_k12_ga_us/EasBeu7gGt5IpYQFkT90KxB-f2TlzBSW_R0osjczVcH3Q?e=Uh19kr)

# School or Program Code Assignment

## Phase 3

### School or Program Code Assignment

- A school or program code will be assigned at the completion of these steps and an email of confirmation sent to the requestor
- Georgia Department of Education Divisions will utilize the school or program data for various state and national reporting purposes

# Alternative/Non-traditional Education

**Division of School and District Effectiveness  
Georgia Department of Education**

Dr. Sam Taylor

Program Manager

[staylor@doe.k12.ga.us](mailto:staylor@doe.k12.ga.us)

Dr. Debra White

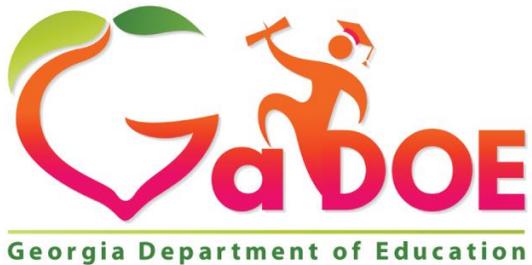
District Effectiveness Specialist

[dwhite@doe.k12.ga.us](mailto:dwhite@doe.k12.ga.us)

[www.gadoe.org](http://www.gadoe.org)

   @georgiadeptofed

 [youtube.com/c/GeorgiaDepartmentofEducation](https://youtube.com/c/GeorgiaDepartmentofEducation)



**EDUCATING  
GEORGIA'S FUTURE**

