

Alternative Delivery of Specialized Instructional Services (ADSIS)

Frequently Asked Questions

Where can I find information about ADSIS online?

[Alternative Delivery of Specialized Instructional Services](#)

Who may apply for ADSIS?

Independent school districts and charter schools may submit applications to provide ADSIS services. Each school district/charter school is required to submit a comprehensive application describing their proposed ADSIS services.

When is the application available?

The ADSIS application is offered on a bi-annual basis. Districts must reapply each application cycle.

Where is the application posted on the MDE website?

[Application information is posted on MDE Electronic Grants Management Site.](#)

Who will be informed when the application is available?

District superintendents receive notification in the [MDE Weekly Superintendents Mail](#). ADSIS program contacts receive notification via email when the ADSIS application is available.

When and how will school districts learn whether their ADSIS application was approved?

School districts receive a Notice of Approval or Notice of Denial letter from the Commissioner of Education typically within two months after the application due date.

How does an applicant access written feedback completed by reviewers regarding their application?

[Contact Pamela Jones to request a copy of the reviewer comments for your ADSIS application.](#)

Can our school district change the ADSIS program after the application has been approved?

Requests that significantly change or expand the scope of the initially approved ADSIS program application will not be approved. Districts may change or expand the ADSIS program based on identified needs of the student in the next application cycle.

Students in what grades may receive ADSIS services?

Students in grades kindergarten through 12 may receive ADSIS services.

Can a student with an IEP receive ADSIS services in addition to special education services?

Students eligible for ADSIS service are general education students who need additional academic or behavioral support to succeed in the general education environment. ADSIS

services provide prevention services as an alternative to special education. Students with IEPs do not receive ADSIS services. In rare cases, individual students who receive special education services may also be served by ADSIS if the services provided by ADSIS are unrelated to the special education disability area. Whether to provide both ADSIS and special education to an individual student should be a team decision and carefully considered. [For additional information see The MDE Division of Compliance and Monitoring Q & A on Needs Based Goals.](#)

Must a school district get parental permission to provide ADSIS services?

Yes. A district should notify the parent and seek parental permission if it intends to offer ADSIS services to a student. Whenever a school district or public charter school plans to collect information about an individual student, it must provide a Tennesen Warning to the student's parent/guardian. [View the Tennesen warning notice, as required under Minnesota's data practices laws.](#) It informs parents that the district plans to collect data about their child and tells them what data the school intends to collect; whether the parent or student may refuse to supply the requested data; how the data will be used; and who will have access to the data. Even if a district provides a general Tennesen warning at the beginning of the school year describing the types of data that the school collects about all students, it must provide a specific notice whenever it plans to gather data for a special purpose, such as provided ADSIS services.

When a school district determines that a student may be eligible for services through ADSIS, it must comply with Section 504 of the Rehabilitation Act of 1973 and Minnesota data practices laws by notifying the student's parent that it intends to provide additional general education services through ADSIS and allow the parent the opportunity to opt out of the program. In addition, the district's notice should inform the parent of the right to request an initial evaluation for special education services. If the parent opts out of ADSIS services, ADSIS assistance must be terminated.

How does a school district request a change in expenditures after its application has been approved?

Requests for a change or amendment to the approved budget must be in writing and may not be implemented until approval by the State. The district must receive prior approval before making changes to its ADSIS budget after the district's application has been approved by the Commissioner of Education. [The district will need to request an ADSIS Expenditure Change Request Form from the MDE ADSIS Coordinator.](#) The expenditure change request cannot change or expand the scope of the approved program. Include all budget change requests on the same form. Follow all instructions carefully.

The budget spreadsheet and budget narrative are necessary to assure the approved expenditures meet the "Necessary and Reasonable Standard" of federal and state law and pass review of the Legislative Auditor. If a fiscal audit is required, the Legislative Auditor will review the budget spreadsheet and budget narrative as stand-alone documents; therefore include enough explanation to justify the budget requested.

What is the role of the ADSIS funded personnel?

Pursuant to Minnesota Statutes 125A.50 and 125A.78, ADSIS funded personnel must provide direct instruction and services to students identified as eligible to participate in the ADSIS program.

Can our district use ADSIS funds to supplant salaries of our employees?

No. Funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Staff may provide direct services to eligible students during an extended school day or extended school year program if approved by MDE. The applicant must disclose all compensation from all sources upon request including salary, extra pay, and/or

payments for contracted work made to employees. Total time for each staff position paid through various funding streams financed in part or whole with ADSIS funds shall not exceed one Full Time Equivalent (FTE).

What type of licensure is required for ADSIS instructional staff?

Staff performing duties in the ADSIS program must hold appropriate licensure and meet the appropriate requirements “to be highly qualified” in the content area they are teaching, consistent with 34 Code of Federal Regulations, section 300.18, 34 Code of Federal Regulations, section 200.56 and Minnesota Statutes, section 122A.16. Staff must be appropriately licensed to provide supplemental direct services to students eligible for ADSIS services. Copies of the licensure should be maintained by the district for purposes of program and fiscal monitoring.

What role can paraprofessionals have in ADSIS?

Paraprofessionals may provide direct services to ADSIS students under the supervision of appropriately licensed teacher pursuant to Minnesota Statutes, section 125A.78 and Minnesota Statutes, section 125A.76.

When is the End-of-Year Evaluation Report (EOY) due?

The EOY Evaluation Report and EOY Service Hour Spreadsheet (SHS) are due on or before August 30 of each year. The school district/charter school must submit to the Commissioner of Education a report containing the information described in Minnesota Statutes, section 125A.50, subdivision 3 and subdivision 5. A statement assuring that the district/charter school will complete all reporting requirements is part of the approval process. Failure to complete required reporting violates the terms of the approval and will result in a negative adjustment for any and all aid paid attributable to the ADSIS Program. Programs failing to submit a complete report violate Minnesota Statutes and will not be approved for subsequent years. Use the secure file upload site for submitting the EOY reports to protect the privacy of the student data. The EOY reports should not be emailed.

Glossary

Extended School Day –An extended school day is defined as instructional time after a district’s defined instructional day.

Extended School Year - The traditional school year, also known as the core year, includes the days normally allotted for grade level progress. The extended school year is defined as the days of instruction beyond this “core” year.

Referral for Special Education Evaluation – A referral for a special education evaluation by the child study team.