**Attachment A**

**Superintendent’s Memo # 086-23**

**May 11, 2023**

# **Virginia Department of Education** **Regional Alternative Education Programs Process for Determining Distribution of Unused Student Slots for 2023-2024**

Provisions relating to reallocating unused student slots in Regional Alternative Education Programs:

* If any unused slots are available, and if the requesting school division chooses to utilize any of the unused slots, the requesting school division shall receive only the State’s share of tuition for the unused slot that was allocated for the originally designated school division.
* The requesting school division shall pay any remaining tuition due for using a previously unused slot.

## First priority for distribution of unused slots (Distribution within Regional Programs):

* Unused slots from school division(s) participating in a regional program will be distributed to other qualifying divisions being served in that regional program who have requested additional slots.
* All slots that a division in the regional program has certified as unused will be counted for reallocation.
	+ School divisions in the regional program that have certified unused slots will be listed from lowest to highest by composite index.
	+ School divisions in the regional program requesting additional slots will be listed from lowest to highest by composite index.
	+ Unused slots will be assigned one at a time, in order from lowest to highest composite index to the requesting divisions in that regional program, in order of priority, based on the lowest to highest composite index ranking until no further slots remain to reallocate, or all requests have been met.
	+ Remaining unused slots, if any, will be placed into the state pool of unused slots.

## Second priority for distribution of unused slots (Statewide Distribution):

* Unused slots that have not been awarded under the First priority will be distributed statewide to other qualifying school divisions participating in regional programs that have requested additional slots.
* School divisions having unused slots will be listed from lowest to highest by composite index.
* School divisions requesting additional slots will be listed from lowest to highest by composite index.
* Unused slots will be assigned one at a time, in the order from lowest to highest composite index to divisions requesting additional slots in the order from lowest to highest composite index, until no slots remain, or all requests are met.

Once the First and Second priority reallocation processes have been completed, regional alternative education programs will be notified of adjustments to the originally approved slots.