



COMMONWEALTH of VIRGINIA
Department of Education

DATE: April 20, 2018
TO: Division Superintendents
FROM: Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction
SUBJECT: **Individual Student Alternative Education Plan (ISAEP) Program
Application for 2018-2019**

The Virginia Department of Education will make available \$2,247,581 in fiscal year 2018-2019 to school divisions with ISAEP programs, as set forth in the *Code of Virginia* [§22.1-254](#) .E. and approved by the American Council on Education as a GED® Options Program. Because a final state budget has not yet been adopted for fiscal year 2019, this projected amount of funding is still pending final approval by the General Assembly. As the allocations for fiscal year 2019 are dependent on the projected final funding level approved by the General Assembly, school divisions will be notified if the final budget includes a change in the projected level. Funds will provide services for students 16 years of age and older who meet program provisions established in the *Code of Virginia* and in the guidelines of the Virginia Board of Education.

Please refer to the [application packet](#) for specific instructions about the submission of application materials. If no program is planned, write your school division's name and code, as well as the words "No Program Is Planned," on the face of the cover sheet that is included in the Appendix of the application packet.

Applicants are encouraged to submit the completed application electronically to OAE@doe.virginia.gov . After submitting the application electronically, applicants are required to send the cover page and Superintendent's Statement of Assurances form with original signatures via U.S. mail to the appropriate address below. Applications in their entirety may also be mailed to the appropriate address below. Regardless of the submission method, all application materials (the original and two copies) must be received by the Office of Career, Technical, and Adult Education no later than 2 p.m., May 31, 2018. Faxed copies will not be accepted.

Physical Address

Beverly Godwin, Specialist for Adult Secondary Programs and ISAEP
Virginia Department of Education
Office of Career, Technical, and Adult Education
James Monroe Building, 21st Floor
101 North 14th Street
Richmond, Virginia 23219

Mailing Address

Beverly Godwin, Specialist for Adult Secondary Programs and ISAEP
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Office of Career, Technical, and Adult Education

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If you have questions, please contact Beverly Godwin, Specialist for Adult Secondary Programs and ISAEP, Office of Career, Technical, and Adult Education, at OAEL@doe.virginia.gov or by telephone at (804) 786-7644.

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