



COMMONWEALTH of VIRGINIA
Department of Education

April 29, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Individual Student Alternative Education Plan (ISAEP) Program Application for 2016-2017

The Virginia Department of Education (VDOE) will make available \$2,247,581 in fiscal year 2016-2017 to school divisions with Individual Student Alternative Education Plan (ISAEP) programs, as set forth in the *Code of Virginia* §22.1-254D, 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 2017, this projected amount of funding is still pending final approval by the General Assembly. As the allocations for fiscal year 2017 are dependent on the projected final funding level approved by the General Assembly, you will be notified if the final budget includes a change in the projected level. It is the VDOE's goal that all local education agencies participate in the ISAEP program. 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.

The application packet for ISAEP funds may be found on the Office of Adult Education and Literacy's (OAEL) Web site at http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml. Please see 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 via e-mail. The application documents may be submitted via e-mail to OAEL@doe.virginia.gov. After submitting the application electronically, applicants are required to send the cover page with signatures and the signed Superintendent's Statement of Assurances form 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, applications must be received by OAEL no later than 2 p.m., June 3, 2016. Faxed copies will not be accepted.

Physical Address

Melissa Dixon, Grants Manager
Office of Adult Education and Literacy
Virginia Department of Education
James Monroe Building, 21st Floor
101 North 14th Street
Richmond, VA 23219

Mailing Address

Melissa Dixon, Grants Manager
Office of Adult Education and Literacy
Virginia Department of Education
P. O. Box 2120
Richmond, VA 23218-2120

If you have questions or need additional program information, please contact Beverly Godwin, specialist for adult secondary programs and ISAEP, via e-mail at beverly.godwin@doe.virginia.gov, or by telephone at (804) 786-7644. For questions regarding fiscal issues, please contact Melissa Dixon, grants manager, via e-mail at melissa.dixon@doe.virginia.gov, or by telephone at (804) 786-7643.

SRS/SMC/BRG/brg