



## Clearing Standards Exceptions Manual

Monitoring and Accreditation Unit  
Office of Public School Accountability  
Division of Elementary and Secondary Education

The following guidance is offered for our most common exceptions. If the exception does not fit one of these items or if you need more guidance please reach out to us by email at [ade.accreditation@ade.arkansas.gov](mailto:ade.accreditation@ade.arkansas.gov)

| Standard | Topic                                       | Reason for SFA Exception                                                                             | Action                                                                                                                                                                                                                                                                                                                                          |
|----------|---------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-A      | Curriculum and Instruction                  | Required course offerings missing                                                                    | Enter the missing courses into the master schedule.<br><br>If your school does not contain the grade level for the missing courses, please email <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a> and we will clear the exception.                                                                    |
| 1-A.4.1  | School Calendar and Planned Instruction Day | The required number of on-site instruction days (hours) are not marked correctly in eSchool calendar | Correct the School's calendar in eSchool.<br><br>The calendar must be updated after any school closure.                                                                                                                                                                                                                                         |
| 1-A.5    | Class Size                                  | Class size is over the limit allowed by DESE Rule                                                    | If the initial detection date was 10/2/2025 or after, create a ticket for override.<br><br>If the first detection date was prior to 10/2/2025, please email <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a>                                                                                          |
| 1-A.6    | Teaching Load                               | Teacher has more than 150 students in a day                                                          | Create a ticket and upload documentation that the teacher has been compensated.                                                                                                                                                                                                                                                                 |
| 2-B.3    | Immunization Report                         | Not posted on Website                                                                                | Accreditation Advisors at DESE will select the box on the document interface after verification that the report is posted on the district website.<br><br>If this is flagging for your district, please ensure the report is posted and then email <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a>   |
| 2-C.1    | Student Services Plan                       | Not posted on Website                                                                                | Accreditation Advisors at DESE will select the box on the document interface after verification that all reports are posted on the district website.<br><br>If this is flagging for your district, please ensure the report is posted and then email <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a> |
| 2-E.1    | Health Services Program                     | School Nurse is not coded                                                                            | Enter the job code for the correct employed health professional in eFinance.                                                                                                                                                                                                                                                                    |

| Standard | Topic                          | Reason for SFA Exception                                                      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|          |                                | correctly in eFinance                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2-G.1    | Gifted and Talented Services   | G/T teacher not coded correctly in eFinance                                   | <p>If a G/T services are contracted, email verification to <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a> .</p> <p>If a G/T teacher is on an ALP and does not have students tied to them, email verification of the ALP to <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a>.</p> <p>If a G/T teacher is on an ALP and does have students tied to them, please enter ALP information on the Master Schedule Course SIS Data screen.</p>                                                                                        |
| 3-A.3    | Timely and Accurate Reports    | All Financial or other website posting requirements are not posted on Website | <p>Accreditation Advisors at DESE will select the box on the document interface after verification that all reports are posted on the district website.</p> <p>If this is flagging for your district, please ensure the report is posted and then email <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a></p> <p>Most commonly, this refers to financial reports.</p>                                                                                                                                                                                                      |
| 3-A.5    | General Business Manager       | Business manager is not coded correctly in eFinance                           | <p>Enter the correct job code for the Business Manager in eFinance.</p> <p>If Business Manager services are contracted, email verification to <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a> .</p>                                                                                                                                                                                                                                                                                                                                                                      |
| 3-B.1    | School Level Improvement Plans | Not posted on Website                                                         | <p>Accreditation Advisors at DESE will select the box on the document interface after verification that all reports are posted on the district website.</p> <p>If this is flagging for your district, please ensure the report is posted and then email <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a></p> <p>School level plans are not part of the ArApp.</p>                                                                                                                                                                                                         |
| 4-A.1    | Background Checks              | Employee background checks are not currently Approved                         | <p>Arkansas Code § 6-17-411 &amp; § 6-17-414</p> <p><b>All</b> school employees must have a background check every five years.</p> <p>For Classified only:</p> <p>In the event of a denied background check for classified staff, the school district is required to upload a signed School Board Resolution each year for clearing the exception. After initial hire, the employee must have a background check every 5 years. The background check will continue to be denied, however, the resolution from initial hiring is good as long as there is no break in service and no new disqualifying findings.</p> |

| Standard | Topic                            | Reason for SFA Exception                                       | Action                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|          |                                  | PreK Employees                                                 | <p>If the background check was prior to 2023, please upload background check information by creating a ticket to request an override.</p> <p>If the background check was after 2023, the employee must be in AELS and show as 'Qualified' under Prek Employability.</p> <p>For more information regarding background checks, please contact Clara Toney @ PPhone: 501-683-3127 or email: Clara.Toney@ade.arkansas.gov</p> |
|          |                                  | Virtual Teachers                                               | <p>Ensure all Course SIS information is correct for each course and that the staff information includes the case ID.</p> <p>We have a list of teachers who are verified to be current employees from virtual vendors and are working to clear these teachers from the exceptions list.</p>                                                                                                                                |
|          |                                  | Hire date is 1/1/1900                                          | <p>If it is an inhouse employee, ensure that the SSN, DOB, and spellings of all names match across eSchool, eFinance, and AELS.</p> <p>If Contracted Third Party vendors are entered in eSchool for PT/ST/OT etc., please provide verification of approved background check by uploading the documentation to a ticket.</p>                                                                                               |
| 4-B.1    | Superintendent Employment        | Superintendent not coded correctly in eFinance                 | The superintendent must be coded with the correct job code in eFinance.                                                                                                                                                                                                                                                                                                                                                   |
| 4-B.2    | Superintendent Licensure         | Superintendent does not hold proper licensure                  | Contact the licensure unit                                                                                                                                                                                                                                                                                                                                                                                                |
| 4-C.1    | Principal Employment             | Principal not coded correctly in eFinance                      | Code Principal with correct job code in eFinance.                                                                                                                                                                                                                                                                                                                                                                         |
| 4-C.2    | Principal Licensure              | Principal does not hold proper licensure                       | Contact the licensure unit                                                                                                                                                                                                                                                                                                                                                                                                |
| 4-D.1    | Employment of Classroom Teachers | License Expired                                                | Teacher must apply for licensure renewal                                                                                                                                                                                                                                                                                                                                                                                  |
|          |                                  | No License Code for Course                                     | <p>District must apply for Teacher Licensure Plan.</p> <p>Please contact the Licensure Unit for more information.</p>                                                                                                                                                                                                                                                                                                     |
|          |                                  | The teacher has no ALP, LTS, ETP, etc. Waivers on file in AELS | If ALP has been granted, ensure that the Course SIS Data Screen in the Master Schedule is marked for the correct licensure waiver.                                                                                                                                                                                                                                                                                        |

| Standard                | Topic                                | Reason for SFA Exception                                                   | Action                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|--------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                      | Teacher has an ETP Waiver                                                  | Upload Approval Documentation from Licensure to the ticket and we will override the exception                                                                                                                                                                                                                                                                                |
|                         |                                      | The teacher's current AP certification date in eSchool has expired         | Update the AP training date on the Master Schedule Course SIS Data Screen.                                                                                                                                                                                                                                                                                                   |
| 4-D.3                   | Science of Reading                   | No SoR qualification present in eFinance                                   | All employees who are listed as primary or secondary staff in the master schedule in eSchool must have the proper Science of Reading Code in eFinance.                                                                                                                                                                                                                       |
| 4-E.1                   | School Counselor Licensure           | School Counselor does not hold proper licensure                            | Contact the licensure unit                                                                                                                                                                                                                                                                                                                                                   |
| 4-E.2                   | School Counselor to Pupil Ratio      | District student to Counselor ratio exceeds 450:1                          | Ensure all counselors are coded correctly in eFinance.                                                                                                                                                                                                                                                                                                                       |
| 4-F.1                   | Library Media Specialist Licensure   | Library Media Specialist does not hold proper licensure                    | If Library Media Specialist is on an ALP, email verification to: <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a>                                                                                                                                                                                                                  |
| 4-F.2                   | Library Media Specialist             | District Student to Library Media Specialist ratio exceeds 350:½ or 1500:1 | Ensure Library Media Specialists are correctly coded in eFinance.                                                                                                                                                                                                                                                                                                            |
| 5-A.1                   | Stakeholder Communication            | ArApp is not posted to website                                             | <p>Accreditation Advisors at DESE will select the box on the document interface after verification that all reports are posted on the district website.</p> <p>Post AR APP district strategic plan on website.</p> <p>After the plan is posted, please email <a href="mailto:ade.accreditation@ade.arkansas.gov">ade.accreditation@ade.arkansas.gov</a> the direct link.</p> |
| Website Checklist Items | Documents posted to District Website | Item(s) not posted to website                                              | Accreditation Advisors at DESE will select the box on the document interface after verification that all reports are posted on the district website.                                                                                                                                                                                                                         |