



ALABAMA EXTENDED LEARNING OPPORTUNITY ENTITY ELIGIBILITY APPLICATION

Extended Learning Opportunities (ELOs) are non-traditional educational experiences that enhance students' knowledge via experiences through student-driven activities that are customized and relevant to their interests, pathway, etc. In 2021, the Alabama passed [Act 2021-428](#), which provides eligibility for the following entities to submit applications to offer ELOs:

- Nonprofit organizations,
- Businesses with established locations in the state,
- Trade associations, and
- Any of the Armed Forces of the United States, subject to applicable age requirements.

To assist entities who would like to offer Extended Learning Opportunities (ELO), the Alabama Extended Learning Alliance has designed the *Alabama Extended Learning Opportunity Application*. This application includes the state's recommended components and other information for all parties involved, including the following:

- Design of the learning opportunity;
- Approval components and required approvers; and
- Description of the process and product(s) to measure the student's outcome throughout and upon completion of the ELO.

Because ELOs are intended to meet the individual needs of students, there may be sections of the application that do not apply to the ELO. Please indicate any of these sections as “Not Applicable” or “NA”.

Upon each completed application's review, the Alabama Extended Learning Alliance will develop a vetted list of ELO entities who meet the recommendations as outlined in [Act 2021-428](#). Each section of the application should be completed describing relevant details, referencing any additional document that further explains the ELO, and including the informational documents (brochures, flyers, agendas, etc.).



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DEMOGRAPHIC & BACKGROUND INFORMATION

District/School Information

School System Name:		
School Name:		
Principal's Name & Email Address:		
Physical School Address:		
City:	State:	Zip Code:
Telephone Number:		
Name of ELO Contact & Email Address:		

ELO Entity/Organization Information

Organization Name:		
Address:		
City:	State:	Zip Code:
Supervisor Name & Email Address:		
Contact Number:		
ELO Liaison/Main Contact Name & Contact Information (if different than Supervisor):		

Student Information

Full Legal Name:		
Address:		
City:	State:	Zip Code:
Cell Phone Number:		
Grade:		
Parent/Guardian Name, Cell Number, & Relationship to Student:		

Any Other Participant/Stakeholder Information (if applicable)

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Academic Student Information – This page (Sections A. – D.) is **NOT required** for initial vetted list eligibility but should be completed in collaboration district/school official when student participates in ELO.

A. Graduation Status

Student is on track for graduation: ☐ Yes ☐ No

Projected Graduation Date: _____

B. College and Career Readiness (CCRS) Indicator Status (Students must have at least one of the following prior to graduation)

ACT	AP/IB	CTE Program Completer	CTE CRI	Dual Enrollment	In-School Youth Apprenticeship	Military Enlistment	Work Keys

C. Assigning Elective Credit for Approved ELO

1. A subject certified teacher does not have to be assigned to the course in PowerSchool SIS, but LEAs should identify a certified employee who will be assigned in the PowerSchool SIS. This employee could be the one who facilitates the implementation and oversight of ELOs (review assignments and projects, documentation of activities, and final input of the grade. However, the assigned employee does **NOT** have to accompany students to the activity, monitor attendance or other ELO components off site.
2. The course name **Enrichment** and Code **23992X1000** should be used to record and transcript the student's grade in PowerSchool SIS.
3. The ELO must be designated as a half or whole elective credit, which is determined locally in policy or procedures.
4. Section E. *ELO Learning Targets, Performance Outcomes, and Skills Attainment Details* of this application must be thoroughly completed and reviewed for credit to be awarded.

Course Title	Enrichment
Subject & Personnel Code	23992X1000
School Year & Semester	
Credit (1/2 or 1)	
Certified Employee Assigned in PS SIS	
Scheduling Components	

D. Any Additional Information (If applicable)



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LEARNING OPPORTUNITY DESIGN

Extended Learning Opportunities (ELO) should be designed so that students' participation and successful completion equips them with the professional, leadership, social, and emotional skills needed to be a successful individual. Students earn credit for achieving mastery of required skills/knowledge that align to standards throughout the learning.

- ☐ **Experience Type** - Identify and describe the experience type(s) provided in the ELO.
- ☐ **Enrichment Opportunity**
- ☐ **Career Readiness Opportunity**
- ☐ **Leadership Opportunity**
- ☐ **Other Educational Opportunity**

A. Student Experience(s) Description: Include any details that illustrate how the ELO activity provides students with opportunities to expand their knowledge; equip them with specific skills; or expose them to workforce, industry, or other career-related opportunities.

B. Student Activities – Select and describe all activities that apply to the ELO.

- ☐ **Independent In-Depth Studies**
- ☐ **Clubs, non-profit organizations, or community-based organizations participation**
- ☐ **Academic and/or Enrichment summer camp experiences**
- ☐ **Community Service**
- ☐ **Work Experiences**
- ☐ **Other Scenarios that Expand Upon, but Do NOT replicate traditional learning**

B. Student Activities Description:



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C. Times, Dates, & Completion Schedule - Identify the following information.

Proposed Start Date	
Proposed Date of Completion	
Before/During/After School Summer or Other Extended Break Other (please explain)	
Total Number of Hours	
Attendance Requirements	
Schedule and Supporting Details	

D. Design Components – Select all components applicable to the ELO.

- ☐ Engagement in diverse learning experiences
- ☐ Provides networking opportunities to build relationships for future job possibilities
- ☐ Develop or enhance core social competencies (self-efficacy, problem-solving, etc.) that contribute to success in academics and future endeavors
- ☐ Allows access to college and/or career preparation **activities** such as, but not limited to
- _____ College application completion and campus visit(s)
- _____ Effective study skills/time-management skills development/enhancement
- _____ Financial aid applications (including FASFA) completion and submission
- _____ Career counseling and/or meeting potential employers

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E. ELO Learning Targets, Performance Outcomes, and Skills/Knowledge Attainment

High-quality ELOs should be designed with the end-in-mind and should include evidence-based elements to ensure there is a clear understanding of the overall purpose during the learning opportunity as opposed to simply completing because it is a requirement.

These elements include the following types of components:

- Intended purpose and outcome;
- Alignment to local, state, and/or national set of standards;
- Alignment to life and career skills;
- Tools/processes to measure learning during and upon completion of the ELO; and
- Communication mechanisms to provide updates to the student, parent/guardian, school, and business or community partner(s).

The P21 Framework is an example of evidence-based elements to reference in your ELO.



The 21st century skills framework defined by P21 (Credit: [22]).

[21st Century Skills Framework Defined by P21](#)



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ELO Alignment to Learning Targets, Performance Outcomes, & Skills Attainment Details

ELO Purpose & Intended Outcome

B. Identify & Describe ONLY standards, competencies, skills, etc. students will be exposed to in this ELO. Indicate any that don't apply with an "NA" or "None" by the corresponding letter (A. - D.).

- A. Local, State, or National Standards Alignment
 - B. Core Self-Competencies
 - C. Life and Career Skills Alignment
 - D. Other
- (Please provide a direct link or submit a copy of the standards if applicable)*

Examples include but are not limited to the following:

Personal: Adaptability, work ethic, flexibility, professionalism, responsibility, initiative and self-direction, and civic literacy

Learning and Innovation: Global awareness, reading and interpreting academic-specific vocabulary, and application of knowledge to real world scenario

Workplace: Productivity, accountability, communication, leadership, decision making, teamwork, safety and health literacy

Information, Media, and Technical: Technology literacy, Information Communication Technology literacy (ICT), and technical manual interpretation

A.

B.

C.

D.



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C. Include & Describe the specific tools/processes in the ELO to measure and communicate outcomes. Each subsection must be completed and example artifacts should be submitted with application.

What will the student learn upon successful completion of the ELO?

How will the student be held accountable for his/her learning during the ELO?

How will the student's progress be measured and communicated?

*Periodically throughout the ELO
(weekly, end of each activity, unit, etc.)*

How will the student's completion be communicated to show mastery of content/learning & any areas of growth, areas of continued focus, etc.?

To Parents?

To the School for Student Transcript?
(Ensure ELO is in alignment to school's local grading policy and procedures)

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PARTNERSHIP AGREEMENT

To participate in an Extended Learning Opportunity (ELO), all parties must agree to the following (*this agreement may be modified to meet local needs and/or requirements*):

I. All Parties

1. Agree that the primary purpose of an ELO is educational and understand that the student will use the experience to satisfy criteria outlined in the Alabama graduation requirements.
2. Understand that the experience and duties defined will be planned and managed by the student.
3. Understand that complaints should be addressed to and resolved by a designated school official and supervisor.
4. Agree that transportation to and from the ELO is the responsibility of the student.
5. Be informed of any termination, resignation, or change in experience. In some instances, these actions must be approved by the school official.

II. Student

1. Upholds the policies, rules, and regulations of the school and business or organization.
2. Ensures that his or her actions, attitudes, and appearance reflect positively on the school, business, or organization.
3. Provides advance notice of any absence to the supervisor and school advisor.
4. Is responsible for personal conduct demonstrated at school and during the extended learning opportunity experience.
5. Leads the work that is outlined in the ELO agreement.
6. Documents progress toward and meets the criteria set forth in the rubric used to evaluate progress.

III. Parent/Guardian

1. Encourages the student to carry out duties and responsibilities in a timely and effective manner.
2. Ensures that the student experience is safe and healthy.
3. Regularly counsels the student regarding progress and ensures that identified learning targets have been met.
4. Arranges transportation for the student to and from the ELO organization.
5. Holds the school and ELO organization harmless for risks associated with transportation and indirectly monitored activities.

IV. School Official

1. Monitors student progress at regular, agreed-upon intervals throughout the ELO.
2. Enforces policies, rules, and regulations.
3. Determines the student's final grade based on assessments by the student, ELO organization, and school supervisor's criteria (see sample rubric).
4. Awards student credit for ELO experience.



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V. Local Education Agency (LEA)/District Assurances

School districts that wish to offer ELOs must:

1. Create policies that govern types, supervision, and scoring processes of ELOs.
2. Provide equitable access for all students who wish to earn elective credit via ELOs.
3. Implement quality standards for all ELO programs offered.
4. Ensure that ELOs are supplemental and do not replicate current courses.

OFFICIAL APPROVAL PROCESS

I. ELO Quality Measurement Tool – Identify and submit a completed copy of the rubric or other measurement tool to provide proof of alignment and quality design.

☐

Rubric _____

☐

Other Measurement Tool _____

II. Approval Signatures

NOTE: Signatures are **NOT** required for outside entities/organizations to submit initial applications to Alabama Extended Learning Alliance for ELO vetted list eligibility.

Student	Date:
Parent/Guardian	Date:
LEA ELO Facilitator/Contact	Date:
School Administrator	Date:
Other LEA Representatives	Date:
Superintendent	Date:
ELO Partner Organization Liaison	Date:

Send completed application to: cherry@alabamaexpandedlearningalliance.org