



## FRONTIER FAMILY HANDBOOK

### Our Mission

Frontier Charter School is a learning organization that helps families teach students to take personal responsibility for their learning. Frontier serves full-time homeschooling families in the Anchorage School District who are pursuing academic excellence.

[www.frontier\\_cs.org](http://www.frontier_cs.org)

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**Welcome to  
Frontier Charter School**

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# FRONTIER CHARTER SCHOOL IS UNIQUE

Frontier Charter School promotes and supports homeschool as the premier source of education for many families. At Frontier, homeschool parents are validated in their pursuit of the homeschool experience. Each household is assigned an academic advisor who is knowledgeable of curricula, courses, resources, and learning styles as well as policies and Anchorage School District requirements. The advisor provides a welcoming atmosphere at Frontier Charter School and serves parents and children as a valuable partner in education.

With the assistance of public funds, Frontier can provide qualified instructors and community resources. These resources include: guidance to parents, books and supplies, online courses, small group classes, university level courses, one-on-one tutoring, distance learning courses, classes offered by local vendors, and access to ASD schools, as necessary. Frontier students can participate in extracurricular activities and sports at their attendance area school according to district/state guidelines. Alaska School Activities Association (ASAA) rules apply to secondary students. Check with your Frontier Academic Advisor to explore your options. The Frontier team is dedicated to increasing academic opportunities and resources for homeschool students.

Frontier Charter School offers you the unique opportunity to learn more about your child and how he or she learns best by participating in the Frontier Learning Profile (FLP). The FLP consists of individually administered standardized assessments and self-ratings, tailored to meet the needs of your child, in the areas of cognitive abilities, social-emotional development, and personal awareness. The FLP is designed to help you and your child discover the strengths and struggles that make your child the exceptional individual he or she is. A custom report based on the information gathered during the FLP will be provided and shared with you and your family at a reflection meeting. Results from the FLP will help you, your child, and your advisor to develop an Individual Learning Plan that best meets your child's unique learning needs. Our survey results from parents reveals that the Frontier Learning Profile has positively impacted the home learning environment, and, given parents a tool with which they can customize their required individual learning plans in a more meaningful way.

## PROGRAM RIGHTS AND EXPECTATIONS

The following statements are derived from the regulation listed. These are a few of the rights and expectations a parent (includes guardian) may presume of an Alaskan Correspondence Program.

- |   |  |  |
|---|--|--|
| 1) There must be at least monthly contact with the parent/student, with at least quarterly reviews of the student work/progress. 4 AAC 33.421(d)(3)   | assigned to them. Each course the student is enrolled in must have an assigned certified teacher for that course. 4 AAC 33.421 (a)   | and consideration may be allowed. 4 AAC 33.421(d)(4)   |
| 2) The correspondence program parents/student have the same rights and access to appeal processes/due process and other district programs as any other parent/student enrolled with the district. 4 AAC 33.421(d)(6)(A) | 6) No district employee may advocate religious, partisan, sectarian, or denominational doctrine as part of the employee's instructional or other duties. Note: Nothing prevents a parent from providing their own religious, partisan, sectarian, or denominational materials. | 10) Student transcripts may include courses taken by the student that were not offered or approved by the district and for which no public money was provided; the transcript must note whether the student's mastery of the content of the course was approved by the district as meeting a requirement for graduation. 4 AAC 33.421 (d)(5) |
| 3) A district that offers a correspondence study program must enroll a special education student on the same basis as any other student. 4 AAC 33.432 (a)   | 7) Instruction to the parent's own child using materials of the parent's choice, if the materials were not purchased with money provided by the department or the district. 4 AAC 33.421 (c)   | 11) A parent may use education allotment fund account monies to contract with a private individual to provide tutoring provided the tutoring is for approved subjects, part of the ILP, not provided by a relative and is approved by the correspondence program. 4 AAC 33.421 (h)(1, 2, & 3)  |
| 4) The parent and the district must jointly develop an Individual Learning Plan (ILP) for the student. 4 AAC 33.421 (d)   | 8) Provide for ongoing assessment plan that includes statewide assessments required for public schools. AS 14.03.123(f)  | 12) Students are not allowed to take similar courses with the correspondence program that they are taking with another education program (public or private).  |
| 5) All correspondence programs must conform to statewide goals and standards. All students must have a certified teacher  | 9) Grades are determined by the assigned teacher. A plan for parental/student review   |  |

## **GENERAL RESPONSIBILITIES OF FRONTIER CHARTER PARENTS**

At least one parent or adult must take an active role in implementing the educational program for the student. The Frontier homeschool teacher must be able to:

- Prepare individual learning plans (ILPs) for each student.
- Ensure a successful home school routine.
- Provide students with instruction based on high standards and student learning styles.
- Implement teacher planning and record keeping requirements for instruction and reimbursement.
- Initiate monthly contact with your Academic Advisor.
- Monitor your email on a regular basis to receive critical information and school notifications from Academic Advisors.

## **INDIVIDUAL LEARNING PLAN REQUIREMENTS**

Each student's course of study will be specified in an Individual Learning Plan (ILP) developed by the homeschool parent and academic advisor.

As a publically funded homeschool charter school Frontier enjoys curricular freedom. When families join Frontier Charter they agree and understand that, though they have curricular freedom, every child must have an individual learning plan created within two weeks of enrollment. In addition, they understand that all curricular choices will be reviewed by staff for alignment to state standards and must adhere to non-sectarian/sectarian purchasing guidelines. They also agree that ALL curricular choices will be subject to the following review process: Curricular choices must be aligned to the ILP. Every proposal is reviewed for accuracy and relevancy and passed through internal review at three or four different levels: (1) The certified teacher for curricular alignment to the individual education plan; (2) The financial control clerk for procurement eligibility; (3) The Frontier chief financial official for approval for ordering; (4) The Frontier chief executive officer for final review (if needed).

## **STUDENT ASSESSMENT AT FRONTIER**

Frontier has a process to assess school-wide and individual student progress in achieving the academic expectations of the Frontier Charter School mission. The prominent series of tests used to assess Frontier students include the Frontier Learning Profile (FLP), Measures of Academic Progress (MAP), Performance Evaluation for Alaska's Schools (PEAKS), and the Alaska Developmental Profile (ADP). The assessments are used to follow student progress from year to year and to identify levels of proficiency for every student.

## **ENROLLMENT ELIGIBILITY**

Any student who resides within the Municipality of Anchorage who is five years old on or before September 1st of the current school year may be eligible to enroll at Frontier Charter School (FCS). In order for a child to be enrolled at FCS, a designated parent or guardian must be able to meet the responsibilities that are required of the home school teacher at FCS. These responsibilities are outlined on page 3 of this handbook.

The Anchorage School District accepts enrollment from students who are under 20 years old before the start of the school year.

- Secondary students entering the FCS program failing one or more classes in the current school year and/or behind in credits may be placed on a probationary schedule requiring them to work a number of hours per week at FCS for tutorial assistance.
- Students that have been expelled are not eligible for enrollment at FCS.
- For students that are under suspension, the suspension time must be completed before we can enroll.

## **LEAVING THE STATE**

A student with an official address outside of Alaska is not eligible for school funding under Alaska law. Students moving from Anchorage must notify the academic advisor as soon as possible. Under special circumstances, such as military, medical or student athletic travel, limited extended leave periods may be pre-approved as long as the student maintains residency in Anchorage, maintains the monthly contact and reporting schedule, and has completed required forms. Students must also be present during state mandated testing periods.

## ENROLLMENT PROCESS

1. RSVP to attend a New Parent Orientation meeting at the FCS office. Contact Margie at 907-742-1181 or [mitchell\\_margie@asdk12.org](mailto:mitchell_margie@asdk12.org). Dates are published on our website calendar at [www.frontiercs.org](http://www.frontiercs.org)
2. Complete and return enrollment packet to the FCS office along with immunization records and a copy of the student's birth certificate (needed for grades K-8). Immunization records that meet state requirements or an acceptable immunization exemption must be on file for each student.
3. Schedule a meeting with an Academic Advisor. The student, parent, and academic advisor develop a learning plan together. Students will be considered enrolled when their enrollment package is complete and the student learning plan is approved by their Academic Advisor.

### Special Education: IEP Team Meeting

4. Parents or guardians that apply to Frontier Charter School with children having an Individual Education Plan (IEP) will be asked to bring to Frontier a copy of their child's IEP.
  - Frontier Charter School will need a copy of the current IEP or 504 prior to enrollment.
  - A Frontier staff member will review the IEP or 504 and discuss enrollment. You may be asked to participate in a meeting at your student's neighborhood school to ensure that our program can adequately support your student's special education needs. The option of receiving special education services at the neighborhood school is also discussed.

## SPORTS ELIGIBILITY

Frontier Charter School students who participate in the athletic programs at other ASD schools must follow the Alaska School Activities Association (ASAA) guidelines for Sports Eligibility.

1. Student must be enrolled in at least 5 classes (4 for seniors) with a minimum of 2.0 GPA.
2. Student must be making adequate progress and have a grade of 60% or better in each class. For example, in a semester course, they must be through half of the class at mid-semester.
3. It is the responsibility of the parent/guardian to submit quarterly grades in a timely manner to their Academic Advisor so athletic eligibility can be determined. The registrar/coach/activities personnel from the neighborhood school will not accept eligibility grades from parents; grades must be submitted to the Frontier Academic Advisor on a Frontier grade form.
4. Please budget in enough time to allow Frontier staff at least two days to submit the grades to the neighborhood school to meet the following deadlines:

### Sports Eligibility Grade Deadlines

**1st Quarter:** October 19, 2018

**2nd Quarter:** December 21, 2018

**3rd Quarter:** March 8, 2019

**4th Quarter:** May 22, 2019

Please note: If a student is participating in a course from an institution that the Frontier academic advisor cannot directly monitor progress in (such as an APU, UAA, K12 classes) the parent will need to submit a progress report from the institution showing the grade to date.





# FRONTIER HIGH SCHOOL GRADUATION POLICY



1. A student may be considered for graduation when he or she has acquired a minimum of 22 ½ credits after grade 8 in required and elective subjects.
2. All students who complete graduation requirements will receive a Frontier Charter School diploma from the Anchorage School District.
3. Seniors entering the ASD for the first time may graduate by meeting requirements of their previous school when the ASD requirements create a hardship.
4. Frontier Charter School has a formal graduation ceremony followed by a reception each May.

## SECOND SEMESTER CALENDAR

FRONTIER CHARTER SCHOOL  
2018-19 SCHOOL YEAR

Dec 21-Jan 6	Office Closed for Winter Break
<b>Jan 7</b>	<b>Second Semester Begins.</b> Frontier Charter School's Anchorage Office Opens
Jan 14-17	MAP Growth Assessments for Grades K-12
Jan 21	Office Closed for Martin Luther King Jr. Day
Jan 31	Science Labs begin for children grades 4-12
Feb 13	Grade 12 Parents & Students meet for Graduation Planning
Feb 18	Office Closed for Presidents Day
<b>Mar 1</b>	<b>Spending Deadline:</b> Original receipts for all Spring Semester purchased items must be submitted for reimbursement. The only exception: March 2 through June 30 internet invoices/statements. All requisitions to allocate funds for March 2 – June 30 are due today.
Mar 8	End of 3 <sup>rd</sup> Quarter
Mar 11-15	Office Closed for Spring Break
Mar 25-Apr 5	Performance Evaluation of Alaska's Schools (PEAKS) Assessments for Grades 3-9
Apr 19	Grades Deadline for 2019 Graduates
Apr 29 -May 2	MAP Growth Assessments for grades K-12
<b>May 10</b>	<b>Grades Deadline for students in Grades K-11</b>
May 15	Transition Meeting to prepare 8 <sup>th</sup> grade students for high school
May 22	End of 4 <sup>th</sup> Quarter

# UA SCHOLAR NOMINATION

## Frontier Charter School Policy

### Current policy in effect through 2018-2019 school year:

Frontier Charter School UA Scholar nominations will be determined after the final GPA's and Ranks have been completed for Semester 2 of a Frontier student's junior year. The weighted cumulative GPA (grade point average) will be used for determining Rank. Determination for UA Scholars will be based on only the enrolled Frontier students who are in junior standing at the end of the year, and are ranked in the top 10% of the Frontier junior class.

### The following nomination policy replaces the current policy during the 2019-2020 school year:

This policy goes into effect beginning with the 2019-2020 Junior Class (our 2017-2018 Freshman).

Frontier Charter School has established the following criteria for our determination of UA Scholars:

Frontier UA Scholars will be determined after the final GPA and rank have been completed for the second semester of a student's junior year of high school at Frontier. For high school junior year coursework to be considered for this scholarship determination, the classes must be registered on the student's ASD transcript by the second Friday of June each year.

**To determine rank, a student's weighted cumulative GPA (grade point average) will be combined with the number of high school advanced placement (AP) classes and college classes passed by the student for a final determination of class rank.** Based on this ranking, the top 10% of the students in the FCS Junior class will be nominated for the UA Scholars Program.

A detailed description of the ranking process follows. Refer to the UA Scholars Program webpage and program information booklet for information about the overall scholar program. <http://www.alaska.edu/scholars/>

### Ranking criteria for Frontier Charter School Juniors

- Weighted GPA
- Classes
  - defined as a combination of the following:
    - College Classes
      - Student achieves a grade of "C" or better.
    - Advanced Placement (AP) Classes
      - Must achieve a 3, 4 or 5 on the AP test or take the AP class from an accredited institution.
  - Limited to a combined sum of 4 college and/or AP classes per year beginning in 9th grade. The maximum number of classes for a junior would therefore never exceed twelve. Explanation: College classes are limited for the following reason: High school student allotments are \$3,000 per year at Frontier Charter School. This allotment can provide sufficient funding for a student to pay for up to 4 classes per year.

**Step 1:** Select all students with a weighted GPA of 3.5 or higher.

**Step 2:** Divide weighted GPA by 5 and multiply by 100 = GPA in Percentage.  $\text{Weighted GPA}/5 \times 100 = \text{percent}$

**Step 3:** Calculate the number of classes as follows:

Determine the number of college and AP classes taken by each student. Only count a maximum of four classes per year per student.

Add these classes together to find the sum total of classes for each student for all four years of high school.

**Step 4:** Compare the number of classes taken by each student to the highest number of classes taken by a student that year. To do so, find the ratio of the **classes taken by each student (a)** to the **maximum classes taken by any student in that grade (b)**, multiplied by 100 to get the percent of classes:  $a/b \times 100 = \% \text{ of classes}$ .

**Step 5:** Add the two percentages and divide by 2. This gives equal weight to both categories.

**Step 6:** Arrange in order from highest to lowest. That is the ranking order for the UAA Scholarship.

Student	GPA	Number of Classes	Rank
Student Five	3.8889	9	0.889
Student Twelve	3.5217	7	0.741
Student Two	4	6	0.733
Student Six	3.88	6	0.721
Student Eight	3.68	6	0.701
Student Seven	3.8333	5	0.661
Student Three	3.92	4	0.614
Student One	4.3	3	0.597
Student Ten	3.56	4	0.578
Student Four	3.8966	2	0.501
Student Eleven	3.5556	2	0.467
Student Nine	3.5833	1	0.414

## **WITHDRAWAL AS A RESULT OF NONCOMPLIANCE**

In order for Frontier to meet its commitments, the parent or guardian fulfilling the role of the home school teacher is required to comply with State of Alaska correspondence study regulations, the school charter contract, and the student's current Individual Learning Plan. Students may be withdrawn from Frontier Charter School during the school year if the home school teacher does not comply with school requests for monthly contact, student work samples or provide required documentation such as re-enrollment forms, and Individual Learning Plans (ILPS). Home school students may also be withdrawn from Frontier during the school year if the home school teacher fails to provide the student with the education agreed to in the student Individual Learning Plan (ILP). For example, failure of the home school teacher to ensure that the student logs into an online class for 14 or more consecutive days.

## GENERAL WITHDRAWAL POLICY

Please take into account the following when considering withdrawal from Frontier Charter School (FCS):

- The student must be actively enrolled at FCS at the end of each semester to qualify for a computer purchase reimbursement.
- Purchase requests dated on or after the withdrawal date are not permitted.
- Resources purchased with FCS funds (from the student allotment), are the property of FCS and the Anchorage School District and must be returned when exiting the program.
- Parents will be provided a list of non-consumable materials purchased with allotment funds (including reimbursed and requisitioned goods).
- Parents will be financially liable for requested materials and/or equipment that are missing or damaged.
- In some cases, materials or equipment that are assigned to a withdrawing or graduating student may be retained for use by a sibling currently enrolled in the program, if the enrolled sibling's ILP documents the need.
- Students withdrawing from FCS prior to the end of the Alaska state student count period (4th week of October of the current school year) are responsible for reimbursing the program for the portion of the educational allotment they have used.
- FCS will receive withdrawal grades based on work completed and records submitted. It is strongly advised that high school students do not withdraw during a semester.

# STUDENT COMPUTERS

## Computer Purchase Reimbursements for SY 18-19

In the past, Frontier purchased Dell computers for issue to requesting students and the cost was charged to the student's Frontier account over a three year period. Upon graduation or leaving Frontier, the computers were returned since they were inventoried property of Frontier/ASD. Computers purchased by Frontier Families could not be reimbursed.

Beginning with school year 2010-11, Frontier stopped buying computers for student use and began to reimburse, using a student's Frontier funds, parent/guardian/student purchase of any brand or style of computer. This includes notebooks, desktops, netbooks and tablet computers. E-readers (e.g., Amazon Kindle or Barnes & Noble Nook) are also eligible for reimbursement. Not eligible: any type of phone, iPods, Wii, X-box, etc.

This program has been well received and continues for SY 18-19.

The Program:

1. **Maximum** reimbursement per computer per student: \$1500 (\$500 max/year for 3 years)
  - Paid at the rate of \$250 per semester (Fall/1st Semester & Spring/2nd Semester)
  - Paid on or about the following dates:
    - 1<sup>st</sup> Semester: New purchase made between 7/1/18 - 12/20/18 or continued from prior year: **12/31/17**
    - 2<sup>nd</sup> Semester: New Purchase made between 12/12/18 - 3/1/19 or continued from prior semester or year: **5/31/18**

No reimbursement is made during the summer

**Student must be actively enrolled at Frontier Charter at end of each semester (Fall: 12/20/18; Spring: 5/22/19) to qualify for reimbursement.**

Reimbursement will continue until the item cost is fully reimbursed or the \$1500 maximum is reached. However, a new reimbursement request is required each school year.

- Advisor approval is required.
- One computer or eligible device per student. Must be needed for student's academic plan and included with the related ILP's.
- Parents/Guardians/Students choose the brand, style and features desired.
  - 3G/4G service for tablet computers is not eligible for reimbursement.
- The **ORIGINAL** receipt **MUST** be submitted along with a **reimbursement form**. If you do not have the original, please contact the business office.

- Extended warranty, virus software, mouse, keyboard, carrying case, printer or all-in-one, etc., may be included if purchased at the same time and included on the same receipt as the computer/tablet/e-reader. The \$1500 maximum over three year limit still applies.
- Home networking components are not eligible for reimbursement.
- Any rental/lease agreement between the computer vendor and the parent/guardian/student is the **sole** responsibility of the parent/guardian.
- Frontier Charter School will have no responsibility for repairs, warranty administration, virus clean-up, etc. for computers or other items reimbursed under this program.
- Original receipt for 1<sup>st</sup> Semester purchased items must be submitted for reimbursement by 12/20/18 to receive the 1<sup>st</sup> semester reimbursement check (issued about 12/31/18).
  - Don't forget to create a reimbursement request. The 2<sup>nd</sup> semester check will be issued without additional paperwork providing the reimbursement requested for the year is greater than \$250.
- Reimbursement request and original receipts for 2<sup>nd</sup> semester purchased items must be submitted by 4:00 PM Friday, 3/1/19 to receive the second semester check (issue date about 5/31/19).

If you purchase a computer or other eligible device through an online vendor, please remember to: 1) print a hard copy of the order confirmation email and 2) keep the packing list upon receipt of the item. If the shipment arrives and no packing list is included, cut the shipping label from the carton and submit as a back-up proof of receiving the item(s).

Those two documents, along with an extract of your credit card statement showing purchase payment, are essential for reimbursement.

Questions are always welcome!

Scott Grant, Business Manager, 742-1184 or [Grant\\_Scott@asdk12.org](mailto:Grant_Scott@asdk12.org)  
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 Donna Arms, Admin Assistant, 742-2940 or [Arms\\_Donna@asdk12.org](mailto:Arms_Donna@asdk12.org)

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# REIMBURSEMENT PROCESS

## Reimbursement Process for School Year 2018-2019

Parent/guardian paid purchases of non-sectarian curriculum, teaching supplies and instructional services from recognized non-profit providers (and in some cases services provided by for-profit instruction service providers) are reimbursable using Frontier funds. Approval by the students' advisor is required.

After approval and preparation by Frontier Charter, reimbursement requests are sent to ASD accounting for payment. A reimbursement check(s) will be mailed directly to you from the Anchorage School District accounting department. We place orders every day and typically can get [in-stock] items from Lower 48 providers within a week. Just create a requisition in SALTT for the items you want. The advantages to you: no reimbursement paperwork to hassle with and your personal funds are not tied up waiting for reimbursement.

(Note: for PE activities provided by non-profits such as Cook Inlet Soccer, YMCA, etc., where space is limited and may fill up rapidly, it is best to pay for the registration early and get reimbursed by Frontier. Contact us for more information).

In general, curricular funds cannot be used to pay for entry fees to venues such as the Alaska Zoo, the SeaLife Center in Seward, the Anchorage Performing Arts Center, the Anchorage Museum, etc. This is ASD policy and applies to all schools, not just the charter schools. However, classes held at these venues may be eligible. Questions? Call the office.

If you do decide to purchase eligible items or services, please submit reimbursement requests for items purchased between July 1, 2018 – December 20, 2019 (**Fall Semester**) by **4PM Thursday, December 20, 2018**. Fall semester reimbursement requests submitted after that date may be returned.

Reimbursement for SY 17/18 items purchased in May or June 2018: please contact the office (Anchorage or Eagle River).

Reimbursement requests for items purchased between December 20, 2018 – March 1, 2019 (**Spring Semester**) must be submitted by **4PM Friday, March 1, 2019**. Submittals after that date will be returned.

The only exception: April, May & June internet invoices/statements. These must be submitted by end of each month.

More information will be forthcoming as we get closer to the due dates.

### **If you choose to buy eligible "stuff" and/or services:**

The supporting documentation for all reimbursement checks issued by Frontier Charter School is reviewed and audited by the Anchorage School District accounting department. We follow ASD policy and procedure for documentation and eligibility of reimbursements.

To process a reimbursement we must have:

- Proof of Purchase** (What was purchased? How was it purchased?)
- Proof of Receipt** (Was it physically received by the purchaser?)
- Proof of Payment** (How was payment made?)

Cash register (point of sale) receipts from stores such as Wal-Mart, Fred Meyer, Costco, Office Depot, etc. meet the three requirements listed above.

Parent/guardian/student purchase of a computer, tablet or e-reader can be reimbursed up to certain limits and conditions apply. A separate information sheet provides program details.

We cannot reimburse other technology items such as microscopes and telescopes. These items must be ordered by Frontier via the ASD Purchasing Department. When in doubt, call the business office.

Reimbursements are processed chronologically: First -in First-out. The Anchorage School District accounts payable folks will mail the reimbursement check to the address you provide on the reimbursement form.

Reimbursement requests start with our on-line system (**SALTT**). An ILP will be required and will need to tie to your reimbursement. Your advisor will approve/disapprove the reimbursement request. Once the online reimbursement request is completed please be sure to print the form, attach the receipt(s) and send to the office.

To receive a check for approved reimbursement as quickly and efficiently as possible, please follow these instructions:

- **Original** receipts are required. Copies cannot be accepted and will be returned. Receipts must have the vendor's name, address and phone number imprinted on the receipt.
- The receipt must be legible and readable. If we can't read it or the receipt is too light to copy, we will send the receipt and reimbursement request back to you.
- Items to be reimbursed should be clearly identified by name, title, cost, etc. If the receipt merely says "Book" please include a note identifying the title.
- **PLEASE DO NOT USE A HIGHLIGHTER** on register receipts. Many vendors use thermal type paper to print receipts. Highlighter ink rapidly fades the print on thermal paper receipts. Rather than using a highlighter, please circle the items to be reimbursed.
- Please line through items listed on the receipts that are not to be reimbursed.
- If you use tape to secure the thermal paper receipt to a sheet of paper, please be sure that the tape does not cover any of the print. As with highlighters, tape fades out and obliterates the print in a few weeks. If we can't read the receipt, we will return it without reimbursement.

Please remember that your advisor's approval is required and the items need to be tied to the appropriate ILP(s) before we can process the reimbursement request. Questions about this? Call your advisor.

For goods purchased at a store, the original cash register receipt alone is adequate.

To process your reimbursement for on-line purchases, we need:

- Proof of purchase (what was purchased, cost, start/end dates, etc.)
  - Copy of confirmation for online orders (Amazon.com; Alibris.com; Barnesandnoble.com, Rainbow Resource Center, Timberdoodle, etc.).
  - Brochure explaining PE or music lessons from non-profit providers (Nordic Skiing, MOA Pools, Cook Inlet Soccer, etc.)
- Proof of receiving the item or service
  - **Original** packing list included with shipment
  - No packing list? Please call and we will figure out Plan B.
- Proof of payment
  - Copy of your credit card statement if credit card receipt is not available (please black-out sensitive information but be sure to leave the last 4 digits of the credit card number and your name & address). Many credit card companies provide the ability to print individual transactions from their website once a transaction has posted. These work great for proof of payment purposes.
  - Copy of your cancelled check, front and back
  - Copy of your bank statement showing the check listing by number and amount. Please black out all non-related entries and information but be sure your name and financial institution's name are shown.

If we can't prove you received and paid for the item, we can't reimburse the item.

To process a reimbursement for services provided by a recognized non-profit organization or an eligible for-profit provider, we need the following:

- A copy of the program/course/event brochure. This should include dates, fees and description of the instruction. A readable copy printed from the vendor's website is acceptable.
- Proof of payment
  - Original receipt from the vendor
  - If paid online: copy of credit card statement or transaction; copy of bank statement; copy of check (front and back).
    - Include copy of online confirmation
- An IRS Form W-9 is needed from For-Profit service providers (please call the business office for more details).

Examples of approved non-profit organizations:

YMCA	American Red Cross
CYSA	Alaska Fine Arts Academy
MOA Pools (Anchorage Parks & Rec)	Anchorage Nordic Association
ASD Community Schools	<u>Classes</u> at the Anchorage Museum

Don't know if a vendor is a non-profit? Call the business office.

For reimbursement of services paid to a for-profit provider, please call the Business Office: 742-1184 (Scott), 742-1189 (LaNore) or 742-2940 (Donna).

To process a reimbursement for internet service we need the following:

- If you receive your billing each month by mail, we **must** have the **original** monthly statement clearly showing the internet portion of the bill if combined with other telecommunication services. In accordance with ASD accounting rules for reimbursements: “no original; no reimbursement”. The bill/invoice/statement must show your name and address.
- If you receive your billing electronically/online, we will need a copy of the monthly statement clearly showing the internet portion of your bill if combined with other services. You may have to print the invoice from your provider’s website or go to the vendor’s service center and obtain copies. As above, your name and address must show somewhere on the bill/invoice/statement.

Families can be reimbursed up to \$50/month for internet service. If that amount does not provide adequate bandwidth, contact your advisor. Please remember that we cannot pay for telephone service or cable / satellite television service.

**Please do not hold onto your reimbursements until the December 20, 2018 or the March 1, 2019 deadlines:**

Submit your reimbursements as they happen. 🖨

Additional details about March-June internet reimbursement will be forthcoming).

These instructions will also be posted to Frontier’s website. Check the website often for current reimbursement process and procedure.

Questions, comments and suggestions about the reimbursement process are welcome!

Scott Grant  
Business Manager  
[Grant\\_Scott@asdk12.org](mailto:Grant_Scott@asdk12.org)  
742-1184

LaNore Smith  
Administrative Assistant  
[Smith\\_LaNore@asdk12.org](mailto:Smith_LaNore@asdk12.org)  
742-1189

# REQUISITION PROCESS

## Requisitions for Curriculum and Teaching Supplies

Frontier funds can be used to buy a wide variety of non-sectarian curriculum and teaching supplies. The number of vendors is mind boggling to say nothing of the instructional materials available today.

Parents/Guardians have the option of:

1. Placing a requisition with Frontier's business office via SALTT (our online system) and have the business office order the items. **This is the preferred option** and avoids the reimbursement process. We order on a daily basis and usually have in-stock items available for issue within a week.
2. Parent/Guardian direct purchase of eligible items and submit a reimbursement request.

In general, the items you requisition will be purchased from the vendor you stipulate. Large orders may have to be put out for bid based on ASD Board policy.

To help us get your "Stuff" as quickly as possible, please follow these hints:

- Think through the entire school year when planning your "Stuff" purchases. Request all the stuff you need as early in the year as possible.
- You can never give us too much ordering information.
- We need to know:
  - ISBN and title
  - Vendor item number (this is most helpful and often omitted)
  - Quantity
  - Unit price
  - Estimated shipping and handling. 15% is a general guideline if the vendor does not offer shipping information.
  - If you need the item "yesterday" and if you will approve expedited shipping (UPS or FedEx 2-day; USPS Express mail)?
  - What is the vendor's website address you used to find the stuff?

One of the best ways to help us speed up your order is to create an order online at the vendor's website, print the shopping cart and send it to us (don't forget to delete or cancel the order you created). You can also cut and paste the cart into an email and send the email to us. **This will not take the place of creating an online requisition through SALTT**, but will help us get a jump on the order. This assures we have the exact item information as well as the vendor website.

We work approved requisitions on a chronological basis: first in first out. Help us help you: please order as early in the year as possible.

Please remember that all “Stuff” purchased or reimbursed with public funds are property of Frontier Charter/Anchorage School District per Alaska Administrative code:

4 AAC 33.422 “(b) Textbooks, equipment, and other curriculum materials purchased with state money provided to the parent through a fund account, are property of the district. Materials that are not consumables must be returned to the district when the student leaves the program for any reason.”

Your questions, comments and suggestions are always welcome!

**Reminder:**

Spending Deadline for school year 18/19 is 4:00 PM Friday, March 1, 2019. All requisitions and reimbursements for SY 18/19 must be created in SALTT by that date and time.

Similarly, original receipts and related back-up documents for items to be reimbursed must be turned into the Anchorage or Eagle River offices by 4:00 PM Friday, March 1, 2018.

## DEFINITIONS

**Consumable Goods:** Consumable goods are items which are marked in workbooks or lab manuals, put together permanently (eg. models), or otherwise altered or used in a way that can only be done once (science kits, art materials, printer cartridges, etc.). Consumable goods do not need to be returned to FRONTIER. Typically (but not always) consumable items do not exceed \$200 in cost.

**Non-Consumable Goods:** Non-consumable goods must be returned to FRONTIER when the student leaves the program for any reason. Typically (but not always) non-consumable items are items that exceed \$200. Examples: goods not altered from original condition, hard-covered textbooks, microscopes, scientific calculators, DVD/CDs, etc.

**Reimbursement:** A means of procuring goods or services in which the parent or guardian purchases the good or service with their own funds and then seeks reimbursement from FRONTIER.

**Requisition:** A means of procuring goods or services where the good or service is purchased by the FRONTIER purchasing department at the request of the parent or guardian.

**Services:** Intangible items such as lessons, classes, equipment rental, classroom rental, online classes, etc. Services may be provided by either an ASD teacher or a vendor.

**Vendor:** An individual, organization, or business, etc. that sells goods or services.

## STAFF DIRECTORY

**For general questions, help with enrollment, or to inquire about our school, please contact**

Principal Jerry Finkler 1-907-742-1186

Administrative Assistant/Registrar Margie Mitchell 1-907-742-1181

Administrative Assistant Donna Arms 1-907-742-2940

**For help entering requisitions or reimbursements, questions about ordering curriculum, teaching supplies, correspondence courses and UAA classes, contact Administrative Assistant LaNore Smith 1-907-742-1189**

**For questions about ordering services please contact Business Manager Scott Grant 1-907-742-1184**

**For educational support and resources contact Frontier Academic Advisors:**

<b>Name</b>	<b>Position</b>	<b>Extension</b>	<b>Email</b>
Barbara Brown	Academic Advisor	742-1196	<a href="mailto:Brown_Barbara@asdk12.org">Brown_Barbara@asdk12.org</a>
Carrie Christenson	Academic Advisor	742-2942	<a href="mailto:Christenson_Carrie@asdk12.org">Christenson_Carrie@asdk12.org</a>
Kristin Leahy	Academic Adv/FLP/IEPs	742-1174	<a href="mailto:Leahy_Kristin@asdk12.org">Leahy_Kristin@asdk12.org</a>
Patricia Parsch	Academic Advisor/IEPs	742-1182	<a href="mailto:Parsch_Pat@asdk12.org">Parsch_Pat@asdk12.org</a>
Stuart Yatsko	Academic Advisor	742-1190	<a href="mailto:Yatsko_Stuart@asdk12.org">Yatsko_Stuart@asdk12.org</a>
Margie Mitchell	Registrar	742-1181	<a href="mailto:Mitchell_Margie@asdk12.org">Mitchell_Margie@asdk12.org</a>
LaNore Smith	Reimbursements & Orders	742-1189	<a href="mailto:Smith_Lanore@asdk12.org">Smith_Lanore@asdk12.org</a>
Donna Arms	Administrative Assistant	742-2942	<a href="mailto:Arms_Donna@asdk12.org">Arms_Donna@asdk12.org</a>
Gerald Finkler	Principal	742-1186	<a href="mailto:Finkler_Gerald@asdk12.org">Finkler_Gerald@asdk12.org</a>
Scott Grant	Business Manager	742-1184	<a href="mailto:Grant_Scott@asdk12.org">Grant_Scott@asdk12.org</a>

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