SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: **August 24, 2017**

To: High School Administrators, Teachers, Counselors and Registrars

Subject: **PARTIAL CREDITS: Student Eligibility & Processing**

**Department and/or
Persons Concerned:** High School Administrators, Teachers, Counselors and Registrars

Due Date: Within 2 school calendar days of student enrollment or exit to/from SDUSD

Reference: Assembly Bill 490
Administrative Procedure No. 4770
EDUC. CODE § 48645.5.
EDUC. CODE § 49069.5(e)
EDUC. CODE § 48853.5(b)(2)
EDUC. CODE § 49069.5(f)
"Report to the Governor and the Legislature" Foster Youth Services Program (Education Code sections 42920- 42925) Counseling, Student Support, and Service Learning Office, California Department of Education (February 15, 2006)
http://www.cde.ca.gov/ls/pf/fy/documents/fylegreport2005.pdf

Action Requested: Partial credits review and processing for eligible homeless, foster and students enrolling from juvenile court schools.

Attachments: Attachment 1: Verification of Partial Credit Transcript Processing-Entering SDUSD
Attachment 2: Verification of Partial Credit Transcript Processing-Exiting SDUSD

Brief Explanation:

In September 2013, the Child Welfare Council adopted a statewide model policy to provide guidance to school district, county office of education and child welfare agencies on how to implement AB 490's partial credit mandate.

California's legislature has made substantial efforts to limit change in school-placements among foster youth and, when necessary, provide measures that reduce the impact of school placement disruptions. AB 490 and subsequent legislation require the award of partial credit when foster youth transfer schools at any time, however current legislation does not create a uniform system for how partial credit should be calculated and awarded.

Students in transition (foster youth, students in homeless situations and those transitioning from a juvenile court school) may be eligible for partial credits transcription if they are not reasonably able to complete all San Diego Unified School District credits by the end of the scheduled term a student is completing.

Foster is defined as:
- Youth who are currently the subject of a petition filed in the dependency and/or delinquency court(s) (i.e., are under the jurisdiction of the juvenile court); and/or
- Youth who have been declared a dependent or ward of the dependency and/or juvenile courts, with a case supervised by a child welfare and/or probation agency. *Education Code (EC) § 48853.5(a) and EC § 51225.2;*

Probation is defined as:
- Youth who have an open delinquency court case due to allegations violated a state or federal law while under the age of 18 (Welfare Institutions Code 602 offense); and/or
- Have an open delinquency court case and determined by a judge to have violated a state or federal law while under age 18 (Welfare and Institutions Code 602 offense) and are on probation

Homeless is defined as:
- Youth who lack a fixed, regular, and adequate nighttime residence

Students who qualify under foster youth or homeless are documented in PowerSchool report "Homeless and Foster Students."

The California Department of Education states that "Each public school district and county office of education shall accept for credit full or partial coursework satisfactorily completed by a pupil while attending a public school, juvenile court school, or nonpublic, nonsectarian school or agency. The coursework shall be transferred by means of the standard state transcript." - EC 48645.5 "The calculation and acceptance of partial credits is critical to ensure students in transition are not academically penalized because they are often transferred from school district to school district" (Foster Youth Services Program).

Program Eligibility:
Students who qualify under foster youth or homeless are documented in PowerSchool report "Homeless and Foster Students."

To run the PowerSchool Report for Homeless and Foster Students follow the steps outlined below:

Log into: PowerSchool Administrator Sign In (https://powerschool.sandi.net/admin/pw.html)
From the Start Page Go to: "Reports"(found in left navigation menu) → Select: "System Reports" → Select "sqlReports 4" tab → Expand "Enrollment" section → Select report titled "Homeless and Foster Students" → Run sqlReport by clicking "Submit."
To determine if your student is eligible under the juvenile court school student, the site will need to contact CYT to determine eligibility email cyt@sandi.net.

NOTE: Central Office will enter all partial credits for students entering and exiting SDUSD managed schools. Site Administrator shall designate one staff member to submit partial credit requests. Please submit the name and email address of the one staff member (per site) assigned to have access to the google forms for submission of partial credits to Lori Serrano (lserrano@sandi.net) or Veronica Ortega (vortega1@sandi.net).

Carnegie Unit Conversion Table:
The 60 Hour Carnegie Unit Table will be used by SDUSD schools to convert partial credits for both students entering and exiting SDUSD district managed schools.

Partial credits will be identified by a "T" code modifier at the end of our SDUSD high school courses codes (i.e. 1540T English 1). Partial credits are currently set in .20 increments and will be awarded according to the 60 Hour Carnegie Unit Table. For example if a student earned 0.60, the student transcript would be transcribed in three (3) 0.20 increments totaling the 0.60 credits earned.

When conducting credit checks, sites must be aware that partial credits will be used in determining student's progress towards meeting the graduation requirements.
> For example, 1540T English 1entered five times as a .20 on a student's transcript (i.e. .20 +.20 +.20 +.20 + .20) would equal one semester credit. Note: transcripts will remain with the partial .20 credits, they will not reflect a 1.0 total so it is imperative that credit checks take into account the partial credits.

One Carnegie Unit is defined as a total of 120 hours in one subject, meeting 4 or 5 times a week for 40 to 60 minutes for 36-40 weeks each year (60 hours per semester). Align use of table with corresponding district policy on Independent Study or Home School program:

Hours of Passing Course Work Completed		5.0 Semester Credits Possible		1.0 Semester Credits Possible
12 - 23 Hours	………	1.0 Credit	………	0.20 Credit
24 - 35 Hours	………	2.0 Credits	………	0.40 Credits
36 - 47 Hours	………	3.0 Credits	………	0.60 Credits
48-59 Hours	………	4.0 Credits	………	0.80 Credits
60+ Hours	………	5.0 Credits	………	1.00 Credits

IMPLEMENTATION: ENTERING SDUSD

Partial Credits Process for Eligible Students: Entering SDUSD District Managed Schools

Processing Time: Sites must complete the partial credit processing within **(2) Business Days** upon receipt of sending school transcripts.

Step 1: Homeless and Foster Youth: Sites determine whether the student is eligible for partial credits as identified in PowerSchool report.
Juvenile court school students**:** Sites will contact CYT to determine eligibility.

Step 2: Sites gather and upload all data needed for submission of the Partial Credits Request ENTRY Google Form to the Office of Secondary Schools:
- All official transcripts Uploaded (Out of District Transcripts)
- All student information details included in Attachment 1: "Verification of Partial Credit Transcript Processing – Entering SDUSD"

Step 3: OSS will verify the submission and load the partial credits and grades earned onto student's transcripts, as appropriate.

Step 4: OSS sends site the Verification of Partial Credit Transcript Processing: Entering SDUSD Form (Attachment 1). This form will provide site next steps for process completion and student/guardian notification.

Step 5: Site files the Verification of Partial Credit Transcript Processing: Entering SDUSD form with a copy of the updated transcript in the student's cum file.

Step 6: Site will inform the student/guardian of the option to work toward completing their partial credits. Currently, there is an opportunity to finish some partial coursework via iHigh (please contact Maureen Cottrell at mcottrell@sandi.net).

Note: Students must be enrolled and placed into classes upon entering while waiting for partial credits to be loaded.

IMPLEMENTATION: EXITING SDUSD

Seat Time Calculation (EXITING SDUSD): Brick and Mortar Classes

PowerSchool Administrator site has a report to calculate positive seat time attendance codes to support the Carnegie conversion. This report will be needed to calculate seat time for eligible students exiting SDUSD. To access this report:

Log into: PowerSchool Administrator Sign In (https://powerschool.sandi.net/admin/pw.html)
From the Start Page Go to: "Reports"(found in left navigation menu) → Select: "System Reports" → Select "sqlReports 4" tab → Expand "Attendance" section → Select report titled "Student Partial Credit Seat Time" → Enter Student ID → Select the Date Range → Run sqlReport by clicking "Submit"

The following "positive" attendance codes calculating seat time include:

Code	Reason	Code	Reason
-(Blank)	Present	L	Late or Leave Early
C	Independent Study Contract	N	In School Suspension
D	Detained in Office	T	Tardy or Leave Early
F	Field Trip	W	Tardy of Leave Early
H	Participation in On-Campus Activities		

The following is a sample "Student Partial Credit Seat Time" report:

Student Partial Credit Seat Time - █████

Parameters - **Student Number:** █████   **Date Enrolled:** 1/30/2017   **Date Exited (today or prior to today):** 5/23/2017

Copy CSV Tab Print PDF

Search:

Student Number	Last Name	First Name	Grade Level	School Year	School Name	Expression	Term	Course-Section	Course Name	Date Enrolled	Date Exited	Periods Present	Period Minutes Present	Period Hours Present	Estimated Seat Time	Online Course
577956	De La Fuente	Kiana	12	2016-2017	███	1(A)	S2	4164.1	INTG MATH III B(P)	01/30/2017	06/15/2017	33	2830	47.17	0.60	
577956	De La Fuente	Kiana	12	2016-2017	███	1(B)	S2	4768.1	POWER UP III B	01/31/2017	06/15/2017	34	2836	47.27	0.60	
577956	De La Fuente	Kiana	12	2016-2017	███	2(A-B)	Q3	6757.3	GOVERNMENT 1(P)	01/30/2017	04/10/2017	38	3176	52.93	0.80	
577956	De La Fuente	Kiana	12	2016-2017	███	2(A-B)	Q4	6758.3	PR ECON 1 (P)	04/10/2017	06/15/2017	30	2580	43	0.60	
577956	De La Fuente	Kiana	12	2016-2017	███	3(A)	S2	4745R.60	EDG CC MATH II B CR(P)	02/10/2017	06/15/2017	66	1980	33	0.40	Yes
577956	De La Fuente	Kiana	12	2016-2017	███	3(A-B)	Q3	8155.93	IHIGH LAB	01/30/2017	04/10/2017	40	3336	55.6	0.80	Yes
577956	De La Fuente	Kiana	12	2016-2017	███	3(A-B)	Q4	8155.104	IHIGH LAB	04/10/2017	06/15/2017	30	2580	43	0.60	Yes
577956	De La Fuente	Kiana	12	2016-2017	███	4(A-B)	Q3	6211.24	CHEMISTRY 1(P)	01/30/2017	02/10/2017	6	520	8.67	0.00	
577956	De La Fuente	Kiana	12	2016-2017	███	4(A-B)	S2	8060_2.22	SR HIGH AVID	02/10/2017	06/15/2017	62	5316	88.6	1.00	
577956	De La Fuente	Kiana	12	2016-2017	███	7(A-B)	16-17	4791.1	EDG MYPATH	12/13/2016	06/15/2017	75	30	.5	0.00	Yes

Showing 1 to 10 of 10 entries

Partial Credits Process for Eligible Students: Exiting SDUSD District Managed Schools

Processing Time: Sites must complete the partial credit processing within **(2) Business Days** upon student exiting.

Step 1: Homeless and Foster Youth: Sites determine whether the student is eligible for partial credits as identified in PowerSchool report.
Juvenile court school students**:** Sites will contact CYT to determine eligibility.

Step 2: Sites gather and submit all data needed for submission of the Partial Credits Request: EXITING SDUSD Google form to the Office of Secondary Schools:
- Withdrawal Grades Completed by Teachers (Upload as Attachment)
- Use Student Partial Credit Seat Time report to calculate seat time
- All student information details included in Attachment 2: "Verification of Partial Credit Transcript Processing – Exiting SDUSD.

Step 3: To determine "seat time," site will use the PowerSchool: Student Partial Credit Seat Time Report column titled "Estimated Seat Time" to acquire the partial credit that will be assigned (i.e. 0.60 credit would be issued for the INTG Math III, per the sample report above. The registrar would then utilize the Withdrawal Grades form, signed by the teachers of record, to award student the partial credits Academic Letter Grade).

Step 4: OSS will verify the submission and load the partial credits and grades earned onto student's transcripts, as appropriate.

Step 5: OSS sends site the Verification of Partial Credit Transcript Processing: Exiting SDUSD (See Attachment 4).

Step 6: Site files the Verification of Partial Credit Transcript Processing: Exiting SDUSD form with an updated transcript into the student's cum file.
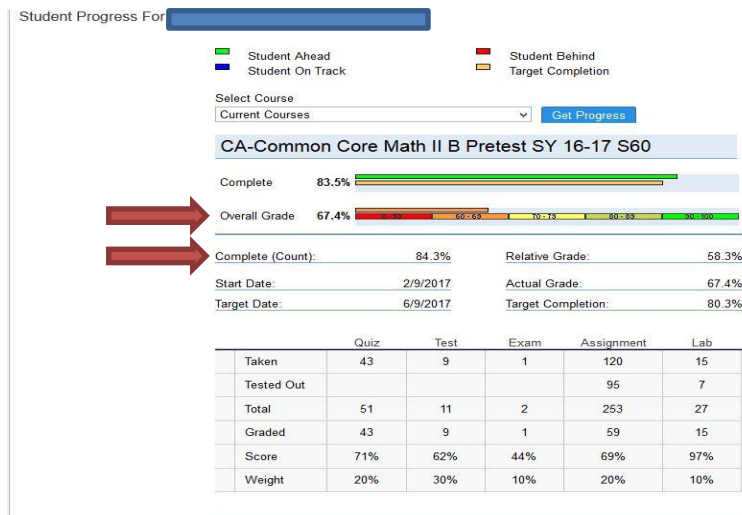
Step 7: Site will provide a final updated transcript to student/guardian and requesting high school.

Seat Time Calculation & Grades for EXITING Dual Enrollment/I-High:

Student taking online courses via iHigh programs will be calculated by logging into Edgenuity system.

Selecting a student Progress Report, converting the "complete (count)" in course into Carnegie Units (i.e. 84.3% "Complete (Count)" = 0.80 partial credit, and using the "Overall Grade: 67.4%" = D Academic Letter Grade for that specific partial credit).

The following is a sample "Edgenuity Student Progress Report:"

Student Progress For

	Student Ahead		Student Behind
	Student On Track		Target Completion

Select Course
Current Courses | Get Progress

CA-Common Core Math II B Pretest SY 16-17 S60

Complete	83.5%	
Overall Grade	67.4%	0 - 59 60 - 69 70 - 79 80 - 89 90 - 100

Complete (Count):	84.3%	Relative Grade:	58.3%
Start Date:	2/9/2017	Actual Grade:	67.4%
Target Date:	6/9/2017	Target Completion:	80.3%

	Quiz	Test	Exam	Assignment	Lab
Taken	43	9	1	120	15
Tested Out				95	7
Total	51	11	2	253	27
Graded	43	9	1	59	15
Score	71%	62%	44%	69%	97%
Weight	20%	30%	10%	20%	10%

Should you have any questions concerning this circular, please email cyt@sandi.net or call 619-724-7054.

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