SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	April 27, 2017
To:	All Secondary Administrators, Head Counselors, Secondary Counselors, Registrars, and Site Technicians
Subject:	**PROTOCOLS FOR STUDENTS ENROLLED IN ONLINE COURSES**
Department and/or Persons Concerned:	All Secondary Administrators, Head Counselors, Secondary Counselors, Registrars, and Site Technicians
Reference:	District Administrative Procedure 4705 District Administrative Procedure 4770 *Course of Study, K-12 (Online Courses and Credit Recovery Courses)*
Action Requested:	Implement course requests for students into online courses for the 2017-2018 School Year. Ensure outlined protocols are followed.
Attachments:	1) Sample High School Course Request Form 2) Sample High School Course Request Sheet 3) San Diego Unified School District Course Equivalencies, 2016-17

Background:

On September 29, 2008, the board approved the establishment of a Virtual High School to offer an additional educational option for students, to contribute toward on-time promotion of high school students, and increase graduation rates with a commensurate reduction in the number of dropouts.

On April 14, 2015, the Board approved adoption of UC 'a-g' aligned Common Core online learning system from Edgenuity, Inc. to provide students with enhanced opportunities to access a broad and challenging curriculum, provide all school sites access to first-time credit UC 'a-g' approved courses, and to offer students the opportunity to recover credits toward graduation.

Brief Explanation:

It is the intention of the San Diego Unified School District to enroll all students interested in taking online courses. Thoughtful considerations for enrollment into online courses will lead to successful completion by the student. Staffing constraints may limit the total number of students who can be enrolled. Unanticipated demands for online course dual enrollment may prevent students from accessing the coursework they need.

For these reasons, sites enrolling students into online courses must follow the procedures outlined below for enrollment and course requests for the following school year. Course requests will allow students to be enrolled into their first online class by the Online Learning Division prior to the first day of school as well as determine staffing needs for iHigh Virtual Academy. These course requests will differ from the current PowerSchool method set for seat-based courses.

1. **Dual Online Enrollment:** Online student course requests will be submitted by sites **before the end of each school year** for the upcoming year (see item 3 for more details).

   a. Once the online course requests have been determined, site designated staff will input onto the school's online course request Google document for each student. The link to the document will be emailed by the Division of Online Learning to each school site counselor by April 24, 2017.

   b. Students may **take only one online course** at a time. Once that course is completed, the student can start on the next online course. The course requests should be submitted in the order that the student will take them when filling out the online course request Google document. First, second, third and fourth choice options will be available.

   c. School sites must complete the master schedule commit process in PowerSchool in order for the student enrollment to be completed. The course request document in Google will close on June 14, 2017, in order to appropriately gather, analyze, and verify the courses for each student. Sites will be provided an individual site excel sheet with all submissions for review, prior to the start of the school year.

   d. Students that do not show continued activity and progress in their online course may be dropped after three (3) weeks with no activity. A conference between counselor and student must be held prior to reinstatement to the class. The conference should include an agreement about continued work in the class.

   e. Course number 8155 (iHigh Lab) is required to be added to your master schedule during the regular school day to help facilitate course completion. After school, sites can choose to turn off attendance to this course. The online coach in charge of the lab must hold a teaching credential appropriate for any classes in which he or she will be the teacher of record.

   f. Students are required to take a proctored midterm and final for each online course. Taking an online class outside of the regular school day requires face-to-face meetings with the online coach periodically to verify student progress and to take proctored exams.

   g. Suppression will not occur for courses with the same or equivalent course number taken within the same quarter or semester. This is true for online credit recovery courses as well. (Reference Site Operations Circular NO. 1000, dated July 8, 2016).

2. **Priorities for Enrollment:**

   a. Seniors with F's in subjects needed to graduate are the top priority. Once F's are made up, seniors can work to suppress D grades.

   b. Juniors may be scheduled into online dual enrollment or credit recovery coursework only after all seniors have been enrolled in the courses they need.

   c. After seniors and juniors needing credit recovery are enrolled, AP enrollments and first time courses will be considered Freshmen and sophomores will be enrolled on a space available basis.

3. **New Course Requests for 2017-2018:**
   a. For 2017-2018 school year, a Course Request Google Form for online course requests will be available beginning April 24, 2017, to submit iHigh course requests for both: first-time credit and credit recovery options.

   b. An email will be sent to each school site counselor by the Division of Online Learning that includes the link to the site specific shared Google document.

   c. You may enter a max of four (4) course requests per student. Each course should be placed in the order that the student will take them. First, second, third and fourth choice options will be available.

   d. The shared Google document that is emailed to the site will include options for course input, file upload, or manual entry.

   e. All course requests must be completed by the last workday prior to summer break. The Google document however, will be accessible throughout the summer.

   f. Via the Google document, site counselors will have the ability to review all student course requests submissions and make changes as needed.

   g. Once the Google Document is submitted and reviewed, students will be enrolled into the first course option by the Division of Online Learning, after your site's master schedule has been committed.

4. **Grade Processing**: Student grades will be processed and credit awarded according to a defined set of standards.
   a. High need – Examples of this might include seniors that are applying to colleges and need to show a suppressed D or F, or students that are transferring out of the district and need to have a transcript grade for a completed class. Students can be awarded credit within 24 hours by emailing mcottrell@sandi.net.

   b. Ongoing basis – Throughout the semester students that have completed their online course will be processed and dropped from the roster in their online course within two (2) weeks of class completion. Processing the grade takes into consideration progress report timing, teachers updating the grade in PowerSchool Gradebook, and communication with the counselors, coaches, and appropriate staff.

   c. Store process – At the end of the fall and spring terms, the grades will be stored by the student's school of residence in the regular store process. Students that have not been processed by either method above will be processed at this time. The majority of students will have their grades processed at the end of the term by the student's school of residence site tech or registrar. Instructions can be found in the Grade Reporting for Secondary Schools Handbook. https://www.sandi.net/staff/sites/default/files_link/staff/docs/powerschool/powerschool/Training%20and%20Support/Handbooks/Secondary_Grade_Reporting_HB.pdf

5. **Ongoing Course Enrollment:** For the remainder of the year, students will be enrolled by site designated staff into online courses through the enrollment function screen in PowerSchool.
   a. The sync between PowerSchool and the online Learning Management System will place the student into that course online. Students should only be enrolled in one course at a time. As soon as the student finishes one course and receives credit he can be enrolled in his next course.

6. Student Monitoring:

    a. Site Counselors shall verify through academic history the exact course needed for first-time credit or remediation and the correct placement into the equivalent online course. Online Course Equivalency Table (attachment 1) is attached and will be available from the Department of Online Learning to ensure accurate enrollments.

    b. Site Counselors and designees can view student progress at any time by logging into the online Learning Management System. Every counselor is provided a login and can contact the help desk with the request for access if needed.

    c. Seniors must finish all coursework prior to graduation. **School sites will define the cutoff for student work in order to determine if a student will walk in graduation ceremonies.** The deadline to finish work for seniors is generally 2 to 3 weeks prior to the last day of school. Seniors are expected to complete all work by the required date set at their school.

Questions pertaining to dual online enrollment of students may be directed to Maureen Cottrell at mcottrell@sandi.net

David Vande Pol
Executive Director
Online Learning

APPROVED:

Dan Stoneman
Chief Innovation Officer

Attachments (3)

Sample High School Course Request Form

Please enter the required student information then select from the dropdown list of courses. The district equivalent course, if any, is in parenthesis for reference. Each student may be assigned up to 4 courses but you do not need to have all 4. iHigh Lab course 8155 is not a part of the course request process. Course 8155 iHigh Lab is assigned in the schools master schedule.

* Required

Enter Student ID *
ID

Your answer

Enter Student Last Name *
Last

Your answer

Enter Student First Name *
First

Your answer

Does the student have an IEP? *

○ Yes

○ No

Course Request 1

Choose ▾

Course Request 2

Choose ▾

Course Request 3

Choose ▾

Course Request 4

Choose ▾

SUBMIT

Never submit passwords through Google Forms.

Google Forms

San Diego Unified School District
Sample Course Request Sheet

Student ID	Last Name	First Name	IEP Y/N	Edgenuity Course 1 Code	Edgenuity Course 2 Code	Edgenuity Course 3 Code	Edgenuity Course 4 Code
12356	Crane	Icabod	N	4245R	4263R	1895	
654321	Smith	John	N	1895	4782		
654321	Smith	John	Y	4771	4772	4245R	4263R
111222	Jones	James	Y	1924R	4245R	1895	
343434	Penn	Sean	N	4263R	1895		
787878	Lopez	Jennifer	Y	4245R	4263R	4782	

Online Crs #	Primary Crs Title	District Course #	District Course Title
SCIENCE			
6183	EDG BIO W/ LABS 1	6111	BIOLOGY 1
6183R	EDG BIO W/ LABS 1 CR	6111	BIOLOGY 1
6184	EDG BIO W/ LABS 2	6112	BIOLOGY 2
6184R	EDG BIO W/ LABS 2 CR	6112	BIOLOGY 2
6219	EDG CHEM W/ LABS 1	6211	CHEMISTRY 1
6219R	EDG CHEM W/ LABS 1 CR	6211	CHEMISTRY 1
6220	EDG CHEM W/ LABS 2	6212	CHEMISTRY 2
6220R	EDG CHEM W/ LABS 2 CR	6212	CHEMISTRY 2
6319	EDG PHYS W/ LABS 1	6311	PHYSICS 1
6319R	EDG PHYS W/ LABS 1 CR	6311	PHYSICS 1
6320	EDG PHYS W/ LABS 2	6312	PHYSICS 2
6320R	EDG PHYS W/ LABS 2 CR	6312	PHYSICS 2
Online Crs #	Primary Crs Title	District Course #	District Course Title
SOCIAL STUDIES			
6550	EDG CA ECON	6758	PR ECON 1
6550R	EDG CA ECON CR	6758	PR ECON 1
6707	EDG CA WLD HIST 1	6605	MD WD HST/G1
6707R	EDG CA WLD HIST 1 CR	6605	MD WD HST/G1
6708	EDG CA WLD HIST 2	6606	MD WD HST/G2
6708R	EDG CA WLD HIST 2 CR	6606	MD WD HST/G2
6709	EDG CA US HIST/GEOG 1	6701	US HST/GEO 1
6709R	EDG CA US HIST/GEOG 1 CR	6701	US HST/GEO 1
6710	EDG CA US HIST/GEOG 2	6702	US HST/GEO 2
6710R	EDG CA US HIST/GEOG 2 CR	6702	US HST/GEO 2
6717	EDG CA PR/AM/DEMOC	6757	GOVERNMENT 1
6717	EDG CA PR/AM/DEMOC CR	6757	GOVERNMENT 1
Online Crs #	Primary Crs Title	District Course #	District Course Title
MATH			
4245	EDG CC ALG I A	4041	ALGEBRA 1
4245R	EDG CC ALG I A CR	4041	ALGEBRA 1
4246	EDG CC ALG I B	4042	ALGEBRA 2
4246R	EDG CC ALG I B CR	4042	ALGEBRA 2
4261	EDG CC ALG II A	4151	INT ALG 1
4261R	EDG CC ALG II A CR	4151	INT ALG 1
4262	EDG CC ALG II B	4152	INT ALG 2
4262R	EDG CC ALG II B CR	4152	INT ALG 2
4247	EDG CC GEOM 1	4141	GEOMETRY 1
4247R	EDG CC GEOM 1 CR	4141	GEOMETRY 1
4248	EDG CC GEOM 2	4142	GEOMETRY 2
4248R	EDG CC GEOM 2 CR	4142	GEOMETRY 2
4742	EDG CC MATH I A	4157	Integrated Math IA
4742R	EDG CC MATH I A CR	4157	Integrated Math IA
4743	EDG CC MATH I B	4158	Integrated Math IB
4743R	EDG CC MATH I B CR	4158	Integrated Math IB
4744	EDG CC MATH II A	4159	Integrated Math IIA
4744R	EDG CC MATH II A CR	4159	Integrated Math IIA
4745	EDG CC MATH II B	4160	Integrated Math IIB
4745R	EDG CC MATH II B CR	4160	Integrated Math IIB

Online Crs #	Primary Crs Title	District Course #	District Course Title
4746	EDG CC MATH III A	4163	Integrated Math IIIA
4746R	EDG CC MATH III A CR	4163	Integrated Math IIIA
MATH			
4747	EDG CC MATH III B	4164	Integrated Math IIIB
4747R	EDG CC MATH III B CR	4164	Integrated Math IIIB
4263	EDG CC PRECAL 1	4161	PRCAL1
4263R	EDG CC PRECAL 1 CR	4161	PRCAL1
4264	EDG CC PRECAL 2	4162	PRCAL2
4264R	EDG CC PRECAL 2 CR	4162	PRCAL2
Online Crs #	Primary Crs Title	District Course #	District Course Title
ENGLISH			
1897	EDG CC ELA 10TH 1	1570	ENGLISH 3
1897R	EDG CC ELA 10TH 1 CR	1570	ENGLISH 3
1898	EDG CC ELA 10TH 2	1571	ENGLISH 4
1898R	EDG CC ELA 10TH 2 CR	1571	ENGLISH 4
1924	EDG CC ELA 11TH 1	1583	AM LIT 1
1924R	EDG CC ELA 11TH 1 CR	1583	AM LIT 1
1925	EDG CC ELA 11TH 2	1584	AM LIT 2
1925R	EDG CC ELA 11TH 2	1584	AM LIT 2
1926	EDG CC ELA 12TH 1	1641	ENG LIT 1
		1705	WORLD LIT 1
		1612	CON VOC LT 1
1926R	EDG CC ELA 12TH 1 CR	1641R	ENG LIT 1
1927	EDG CC ELA 12TH 2	1642	ENG LIT 2
		1706	WORLD LIT 2
		1613	CON VOC LT 2
1927R	EDG CC ELA 12TH 2 CR	1642	ENG LIT 2
1895	EDG CALIFORNIA ELA 9TH 1	1540	ENGLISH 1
1895R	EDG CALIFORNIA ELA 9TH 1 CR	1540	ENGLISH 1
1896	EDG CALIFORNIA ELA 9TH 2	1541	ENGLISH 2
1896R	EDG CALIFORNIA ELA 9TH 2 CR	1541	ENGLISH 2
Online Crs #	Primary Crs Title	District Course #	District Course Title
WORLD LANGUAGE			
4715	EDG SPN I A	2321	SPN 1
4716	EDG SPN I B	2322	SPN 2
4717	EDG SPN II A	2323	SPN 3
4718	EDG SPN II B	2324	SPN 4
4722	EDG SPN IIIA	2325	SPN 5
4723	EDG SPN IIIB	2326	SPN 6
4771	EDG FRN I A	2001	FR 1
4772	EDG FRN I B	2002	FR 2
4773	EDG FRN II A	2003	FR 3
4774	EDG FRN II B	2004	FR 4
4775	EDG FRN III A	2005	FR 5
4776	EDG FRN III B	2006	FR 6
Online Crs #	Primary Crs Title	District Course #	District Course Title
ADVANCED PLACEMENT (AP)			
4727	EDG AP ENGL LANG 1		
4728	EDG AP ENGL LANG 2		
4734	EDG AP ENGL LIT 1		

Online Crs #	Primary Crs Title	District Course #	District Course Title
4735	EDG AP ENGL LIT 2		
4778	EDG AP FRENCH 1		
4779	EDG AP FRENCH 2		
6718	EDG AP HUMAN GEOG 1		
ADVANCED PLACEMENT (AP)			
6719	EDG AP HUMAN GEOG 2		
6566	EDG AP PSYCH 1		
6567	EDG AP PSYCH 2		
4736	EDG AP SPAN LANG 1		
4737	EDG AP SPAN LANG 2		
6564	EDG AP US HIST 1		
6565	EDG AP US HIST 2		
6562	EDG AP WORLD HIST 1		
6563	EDG AP WORLD HIST 2		
4208	SCT AP CAL AB1(HP)		
4209	SCT AP CAL AB2(HP)		
4210	SCT AP CAL BC1(HP)		
4211	SCT AP CAL BC2(HP)		
6833	SCT AP US GOV(HP)		
Online Crs #	Primary Crs Title	District Course #	District Course Title
OTHER			
0416	EDG ART HIST I		
0407	EDG CA ART		
2562	EDG CA HEALTH		
4783	EDG CAREER EXP		
4784	EDG CAREER PLAN/DEV		
0525	EDG INTRO/ENTRE		
4781	EDG ONLINE LEARN		
4782	EDG STRAT SUCCESS		
6720	EDG PERSONAL FINANCE		
6554	EDG PSYCH 1		
6555	EDG PSYCH 2		
6557	EDG SOCIOLOGY		
6558	EDG WLD REG GEOG		