SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	**June 3, 2019**
To:	Middle School Principals and Senior High School Principals offering Advanced Placement Courses, Area Superintendents
Subject:	AP AUDIT AUTHORIZATION OF ADVANCED PLACEMENT COURSES FOR 2019-2020
Department and/or Persons Concerned:	School Principals and Vice Principals, School Counselors, and Advanced Placement (AP) Coordinators and Teachers
Due Date:	Monday, June 3, 2019
Action Requested:	Review, complete, and return 2019-2020 List of Advanced Placement Courses, Principal Certification Form, and AP Textbook Order Form.
Attachments:	1. 2019-1920 List of Advanced Placement Courses 2. 2019-1920 Principal Certification Form 3. 2019-1920 AP Textbook Order Form

Brief Explanation:

All Advanced Placement (AP) courses and teachers must be authorized annually through the College Board's AP Course Audit in order to use the "AP" trademark designation on student transcripts. The University of California also requires proof of audit authorization in order for an AP course to be included on a school's UC 'a-g' Course List each year. School sites are responsible for obtaining audit authorization for their AP courses and respective teachers for the 2019-2010 school year.

Important Notes: Beginning in 2019-2020 school year, College Board has changed two course titles, though they will not require a new syllabus submission.
AP World History will now be titled AP World History: Modern.
AP Studio Art will now be titled AP 2-D Art and Design, AP 3-D Art and Design, and AP Drawing. For more details, visit: https://apcentral.collegeboard.org/about-ap/news-changes

Action:
All district school sites offering AP courses are asked to complete:
- 2019-2020 List of Advanced Placement Courses,
- 2019-2020 Principal Certification Form, and
- 2019-2020 AP Textbook Order Form (Attachments 1, 2, and 3)

Return forms to Rachel Amato by Monday, June 3, 2019 via one of the following options:
- Send via school mail to Rachel Amato, Office of School Innovation, Eugene Brucker Education Center, Room 2005
- Scan and email to ramato@sandi.net

Principal's Responsibility
Principals are responsible for making sure that all 2019-2020 AP courses at their site receive AP Course Audit authorization. As part of the audit process, the principal ensures that all of the following occurs:

1. The principal and one or more designees can access and are listed as administrators of their school site AP Course Audit account (established through their College Board Professional Account – ap.collegeboard.org .)

2. All AP teachers who will be teaching a course in the 2019-2020 school year have established an AP Course Audit account via their College Board Professional Account.

3. The principal or designees actively monitor the progress of course authorizations to ensure all 2019-2020 courses are authorized by **Monday, June 10, 2019.**

4. New AP teachers hired between June 10, 2019 – July 31, 2019 should submit syllabus ASAP for principal or designee's authorization.

5. Beginning August 1, 2019, the audit process will move to the new AP Classroom site and detailed instructions will be provided to sites as needed.

6. Online Edgenuity AP courses that students at your school are taking through dual enrollment in iHigh Virtual Academy should **NOT** be added to your school's AP Course Audit ledger. These courses receive authorization through iHigh Virtual Academy's AP Course Audit ledger.

Teacher's Responsibility
Teachers who will be teaching an AP course for the first time in 2019-2020 obtain authorization by electronically submitting their AP Course Audit form to the [AP Course Audit web site](#) and submitting a course syllabus by completing one of the two following options:

1. Submit a syllabus using the "Claim Identical" status by obtaining the authorized syllabus number (six or seven digits followed by a lowercase "v" and a number one) for that document from either the former teacher, AP Coordinator, or the Advanced Studies Resource Teacher in the Office of Secondary Schools, and ensure you have a digital copy saved to your computer to upload for verification.

2. Create and submit an original syllabus using the resources provided in the Teacher section on the AP Course Audit website, http://www.collegeboard.com/html/apcourseaudit/teacher.html. If this option is chosen, the first syllabus submission must be submitted before Saturday, June 30, 2018.

3. Do **NOT** submit one of the sample AP course syllabi listed on the AP Course Audit website as your submission for authorization.

Important Dates and Deadlines:

- **Monday, May 20, 2019 -** AP Course Audit begins accepting submissions of materials for new courses that will be offered in the 2019-2020 school year. AP Course Audit administrators begin to approve electronic Course Audit forms submitted for new courses or renewing previously authorized courses.

- **Monday, June 3, 2019-** Deadline to submit the 2019-2020 List of Advanced Placement Courses, 2019-2020 Principal Certification Form, and 2019-2020 AP Textbook Order Form (Attachments 1, 2, and 3) to Rachel Amato in the Office of School Innovation.

- **Thursday, August 1, 2019** – AP Classroom systems open. Access granted to teachers with approved Course Audit forms.

General questions concerning a school's AP Textbook Order Form should be directed to Anne Mealiffe, Instructional Materials Technician, in the Instructional Materials Office at (858) 496-8465, or amealiffe@sandi.net.

For information or technical assistance concerning the AP Course Audit website and AP Course Audit accounts, please contact the AP Course Audit Help Line, at (877) 274-3570 (Mon. – Fri., 5:00 a.m. to 2:00 p.m. PST). Users with AP Course Audit accounts should sign in to their AP Audit account and utilize the Communication Center portal to contact AP Course Audit representatives.

For additional information or assistance, please contact Rachel Amato, Advanced Studies Resource Teacher, at (619) 725-7308, or ramato@sandi.net.

APPROVED:

Cheryl Hibbeln
Executive Director
Office of School Innovation

Distribution: Lists A, B, and F