SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 30, 2019

To: High School Administrators

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

Department and/or
Persons Concerned: Area Superintendents, High School Administrators, High School Counselors, High School Teachers, High School Site Techs, High School Registrars

(Due Date only if required)   Within Two (2) School Calendar Days of Student Enrollment or Exit

Reference: AB 167/216, AB 1806, AB 2306, AB 365, AB 2121

Attached: *Guide for Grade Storing of Dropped and Newly Enrolled Students – Tool for Counselors, Enrollment Clerks, Site Techs and Registrars*

Action Requested: Review guidelines and implement immediately

Brief Explanation:
Under the following Assembly Bills, AB 167/216, 1806, 2306, 265, and 2121, a public school district or county office of education is required to accept coursework satisfactorily completed by the student populations listed below while the student was attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and requires the school district and county office of education to issue that pupil full or partial credit for the coursework completed:
- AB 167/216 students in foster care
- AB 1806 students who are experiencing homelessness
- AB 2306 students formally enrolled in juvenile court school
- AB 365 students of active duty military parents/guardians
- AB 2121 currently migratory and newly arrived immigrant students who are participating in English language proficiency/newcomer program

Reference for AB2121
Students with formal education:
Students in transition who identified as foster youth, students in homeless situations, those transitioning from the juvenile justice system, active duty military dependents or migratory and newly arrived immigrant students who are participating in English language proficiency programs who are newly enrolled in SDUSD schools or transfer schools within SDUSD **after their second year of high school** may be eligible to graduate by completing the minimum California state graduation requirements if they are not reasonably able to complete all San Diego Unified School District graduation requirements by the end of their fourth year of high school.

Students without formal education:

Students in transition (in their 3rd or 4th year of high school) who are migratory or newly arrived immigrant students who are participating in English language proficiency programs and are newly enrolled in SDUSD schools with no history of formal education may be eligible to graduate by completing the minimum California state graduation requirements, if they are not reasonably able to complete all San Diego Unified School District graduation requirements by the end of their fourth year of high school.

Eligibility Definitions and Criteria:

1. "Pupil in foster care" means a child who has been removed from his or her home pursuant to Section 309 of the Welfare and Institutions Code, is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code, or has been removed from his or her home and is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code under California Education Code Section 51225.1

   Schools are able to view this data in PowerSchool under student demographics, PreK-12 Enrollment Card question 19a.

2. "Pupil who is a homeless child or youth" means a pupil who meets the definition of "homeless child or youth" under Section 11434a(2) of Title 42 of the United States Code.

   Schools are able to view this data in PowerSchool under student demographics, PreK-12 Enrollment Card question 19b.

3. "Former juvenile court school pupil" means a pupil who transfers to a school district, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school under California Ed Code Section 51225.2

   School must email the Office of Children and Youth in Transition to verify status.

4. "Pupil who is a child of a military family" means a pupil who meets the definition of "children of military families" under California Education Code Section 49701.

   Schools are able to view this data in PowerSchool under student demographics, PreK-12 Enrollment Card question 22.

5. "Currently migratory child" means a child who has moved with a parent, guardian, or other person having custody, or without a parent or guardian from one school district to another, either within the State of California or from another state within the 12-month period immediately preceding his or her identification as such a child, in order that the child, a parent, guardian, or other member of his or her immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child's eligibility for migrant education services under California Ed Code Section 51225.2.

Schools are able to view this data in PowerSchool under student demographics, PreK-12 Enrollment Card question 26.

6. "Pupil participating in a newcomer program" means a pupil who is participating in a program designed to meet the academic transitional needs of newly arrived immigrant pupils that has as a primary objective the development of English language proficiency under EDC § 5444.

   In SDUSD, these students must be enrolled in ELD courses: ELD 1, 2 or ELD 3, 4 or ELD 5, 6, they must also meet the eligibility criteria for transferring after their second year of high school. See course sequence for student's graduating under AB 2121, AC 200 .

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.

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, 1540 English 1- entered 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 credit value transcribed, they will not reflect a 1.0 total so it is imperative that credit checks take into account the partial credits. Total partial credits can be viewed in OSPS.

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

To determine if/when partial credits should be issued, please FIRST reference the attached *Guide for Grade Storing of Dropped and Newly Enrolled Students – Tool for Counselors, Enrollment Clerks, Site Techs and Registrars.*

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: Sites determine whether the student is eligible for partial credits. Email cyt@sandi.net to acquire confirmation the student is eligible.

Step 2: Sites gather and upload all data needed for processing and submit request to the Office of School Innovation (OSI) via the following Google Partial Credits Request Form (https://goo.gl/forms/hoF9LUtlJ0IeXGvS2):
  - All official transcripts must be uploaded via the google link

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

Step 4: OSI will email site once partial credits have been transcribed. School site will provide a copy of the transcript to the student/guardian.

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:** 577966 **Date Enrolled:** 1/30/2017 **Date Exited (today or prior to today):** 5/23/2017

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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
577966	De La Fuente	Kiana	12	2016-2017	████ High	1(A)	S2	4164.1	INTG MATH III B(P)	01/30/2017	06/15/2017	33	2830	47.17	0.60	
577966	De La Fuente	Kiana	12	2016-2017	████ High	1(B)	S2	4768.1	POWER UP III B	01/31/2017	06/15/2017	34	2836	47.27	0.60	
577966	De La Fuente	Kiana	12	2016-2017	████ High	2(A-B)	Q3	6757.3	GOVERNMENT 1(P)	01/30/2017	04/10/2017	38	3176	52.93	0.80	
577966	De La Fuente	Kiana	12	2016-2017	████ High	2(A-B)	Q4	6758.3	PR ECON 1 (P)	04/10/2017	06/15/2017	30	2580	43	0.60	
577966	De La Fuente	Kiana	12	2016-2017	████ High	3(A)	S2	4745R.60	EDG CC MATH II B CR(P)	02/10/2017	06/15/2017	66	1980	33	0.40	Yes
577966	De La Fuente	Kiana	12	2016-2017	████ High	3(A-B)	Q3	8155.93	IHIGH LAB	01/30/2017	04/10/2017	40	3336	55.6	0.80	Yes
577966	De La Fuente	Kiana	12	2016-2017	████ High	3(A-B)	Q4	8155.104	IHIGH LAB	04/10/2017	06/15/2017	30	2580	43	0.60	Yes
577966	De La Fuente	Kiana	12	2016-2017	████ High	4(A-B)	Q3	6211.24	CHEMISTRY 1(P)	01/30/2017	02/10/2017	6	520	8.67	0.00	
577966	De La Fuente	Kiana	12	2016-2017	████ High	4(A-B)	S2	8060_2.22	SR HIGH AVID	02/10/2017	06/15/2017	62	5316	88.6	1.00	
577966	De La Fuente	Kiana	12	2016-2017	████ High	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 Two (2) Business Days upon student exiting.

Step 1: Sites determine whether the student is eligible for partial credits. Email cyt@sandi.net to acquire confirmation the student is eligible.

Step 2: Sites gather and upload all data needed for processing and submit request to the Office of School Innovation (OSI) via the following Google Partial Credits Request Form (https://goo.gl/forms/hoF9LUtlJ0IeXGvS2):
  ● Upload student's Withdrawal Grades, signed by each teacher of record
  ● Use Student Partial Credit Seat Time report to calculate seat time, upload printed report

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 withdrawal grades will be used to award the student the partial credits academic letter grade.

Step 3: OSI will verify the submission and load the partial credits and grades earned onto student's transcripts, as appropriate. Once the partial credits are loaded, OSI will email site. Site provides student/guardian and requesting high school a copy of the transcript.

Should you have any questions concerning this circular, please email secondaryschools@sandi.net or contact Veronica Ortega at 619-725-7284.

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