

ADMINISTRATIVE CIRCULAR NO. 51
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 3, 2020

To: Senior High School Principals and Area Superintendents

Subject: 2020-2021 UC 'A-G' COURSE LIST UPDATE

Department and/or Persons Concerned: Senior High School Principals, Vice Principals, and Head Counselors

Due Date: Tuesday, May 26, 2020

Action Requested: Complete and return the attached 2020–21 UC 'a-g' Course List Worksheets and signed Principal Certification Form to Karen Wilson by Tuesday, May 26, 2020

Attachments:

1. 2020–21 UC 'a-g' Course List Update Instructions
2. 2020–21 UC 'a-g' Principal Certification Form
3. 2020–21 UC 'a-g' Course List Worksheets (PDF Version)
4. 2020–21 UC 'a-g' Course List Worksheets (Excel Version)

Brief Explanation:

The University of California requires all high school and/or districts to update their UC 'a-g' Course Lists annually with the 'a-g' courses that each school will offer in the upcoming academic school year. As in previous years, all high schools' 'a-g' Course Lists will be updated centrally through a district-level submission, using information schools provide on the 2020–21 UC 'a-g' Course List Worksheets attached to this circular. This year, to ensure that everyone has the ability to update the worksheets, they have been provided in two different formats. Each format is updated in a slightly different manner, respondents will need to ensure they meet the requirements for the option they want to use.

Action:

High schools are asked to update and return **either** the UC 'a-g' worksheets in Attachment 3 (PDF version) **or** the UC 'a-g' worksheets in Attachment 4 (Excel version), along with a completed Principal Certification Form (Attachment 2), to Karen Wilson at kwilson2@sandi.net by **Tuesday, May 26, 2020** as described below:

1. 2020-21 UC 'A-G' Course List Update Instructions (Attachment 1)

This document includes important updates to 'a-g' courses and provides detailed information about the two worksheet options available for updating course lists this year. Separate step-by-step instructions for each of the update methods guides people through the revision process for the specific worksheet type they have chosen to use.

2. 2020-21 Principal 'A-G' Course Certification Form (Attachment 2)

Principals are responsible for ensuring the accuracy of the courses reported on their high school's UC 'a-g' Course List each year. To that end, a signed Principal Certification Form must be returned with the school's updated 2020-21 'a-g' worksheets attesting to their accuracy and authorizing the information to be submitted as their site's official 2020-21 UC 'a-g' Course List.

The form has been updated with fillable form fields this year to allow it to be electronically processed.

3. 2020-21 UC 'A-G' Course List Worksheets (Attachments 3 and 4)

'A-g' courses are listed on the worksheets by subject area, with a separate worksheet for Advanced Placement courses. The site-specific course selections displayed are the ones schools' made last year for their 2019-20 'a-g' lists. These selections must be revised to accurately reflect the 'a-g' courses that each high school will offer in 2020-21. Because the UC 'a-g' Course List is school year-specific, schools should only include the 'a-g' courses they will actually offer next year when updating their selections.

UC requires all Advanced Placement courses offered by a high school to be approved by the College Board AP Course Audit in order to be placed on the school's official UC 'a-g' List. Audit approval must be received before the UC update cycle closes on September 15, 2020 for a course included on the school's 'a-g' list. Questions about completing the AP Course Audit process should be directed to Rachel Amato in the Advanced Studies Office at ramato@sandi.net

The course information provided in the 'a-g' worksheets is used to update high schools' 2020-21 UC 'a-g' Course Lists only. It do not affect course entries on high schools' NCAA Course Lists, which are maintained separately. Questions about the NCAA Course Lists should be directed to Jason Maher in the Counseling and Guidance Department at jmaher@sandi.net

Questions concerning the 2020-21 UC 'a-g' Course List Update should be directed to Karen Wilson at kwilson2@sandi.net

APPROVED:

Sofia Freire, Ed.D.
Chief, Leadership & Learning

Attachments (4)