SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: **August 20, 2018**

To: All Secondary Administrators, Counselors, Registrars, and Site Technicians

Subject: **PROTOCOLS FOR ONLINE COURSE REQUESTS IN POWERSCHOOL/POWERSCHEDULER**

Department and/or
Persons Concerned: All Secondary Administrators, Secondary 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. Ensure outlined protocols are followed for student enrollments into online courses.

Attachments: Attachment 1 Course Equivalents

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.

Requests for dual enrollment into online courses traditionally occurs during the spring and the opening weeks of the school year. To alleviate stress and the overloading of sections, a new protocol was developed to submit course requests for dual enrollment through PowerSchool.
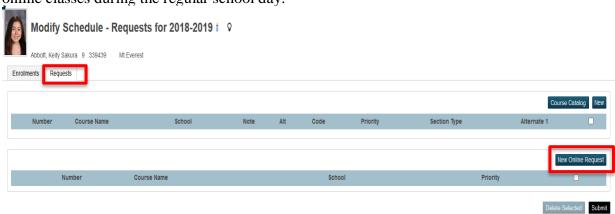
Brief Explanation:
It is the intention of the San Diego Unified School District to enroll all students interested in taking online courses. Thoughtful considerations for enrollment into online courses will lead to successful completion by the student.

Please be advised, staffing constraints may limit the total number of students who can be enrolled. Unanticipated demands for online course enrollment may prevent students from accessing the coursework they need.
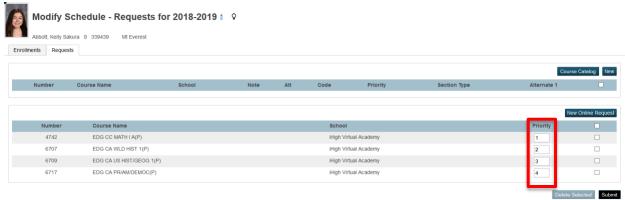
Counselors will be able to complete course requests for dual enrollment online courses using the following outlined procedure. This new online course request feature will appear alongside of the seat based course requests but will not impact those requests. Online course requests will not be considered when using the scheduling tools or reports within PowerScheduler. The Online Course Request feature is to be used solely for dual enrollment into iHigh Virtual Academy.

Students involved in sports that need NCAA approved courses should only be placed in core versions. NCAA does not accept credit recovery (CR) courses as they use a pretest function.

1. **Dual Enrollment with iHigh Virtual Academy:** Online course requests for students will be completed by sites **using the spring articulation data and transcript review** for the upcoming year. Counselors will use Modify Schedule to input Online Course Requests for dual enrolment classes with iHigh Virtual Academy.

   a. Course number 8155 (Online Lab) is required to mark attendance for students taking online classes during the regular school day.

   b. The online course requests should be prioritized in the order that students will take online courses. See item 2 for enrollment priorities.
   c. Counselors will be able to input 4 online course requests at a time for enrollment into online courses for the term. Students will take one course at a time.

   d. The Department of Online Learning will place students in their first choice of online enrollments prior to the start of the appropriate term. Note: the home school must complete the commit process for their master schedule prior to student dual enrollments.
   e. Summer grades must be verified and adjustments made to the student's course requests.
   f. In the spring the online course requests were to be requested through PowerScheduler and needed to be completed by August 1 in order to evaluate staffing needs for this fall and make adjustments to caps. Any request submitted after August 1 cannot be guaranteed if sections are filled to their capacity and schools have reached their caps.

g. A student taking an online class outside of the regular school day requires face-to-face meetings with the online coach weekly at a minimum to verify student progress or to take proctored exams. Students are required to take a cumulative proctored midterm and final for each online course.

h. Suppression will not occur for courses with the same or equivalent course number taken within the same quarter or semester for credit recovery (Reference Site Operations Circular No. 2022, Guidelines for Grade Suppression).

2. **Priorities for Enrollment:**
   a. Seniors with F's in subjects needed to graduate are enrolled first. Once F's are made up, seniors can work to suppress D grades.
   b. Juniors may be scheduled into online credit recovery coursework only after all seniors have been enrolled in the courses they need for graduation.
   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.
   d. Enrollment caps will be enforced for each school site. After a school site reaches its enrollment cap additional students will be placed on a waiting list and enrolled as space becomes available.

3. **Student Enrollments in Powerschool:**
   a. The PowerSchool report with student course requests will be viewable throughout the fall. Changes can be made to requests though Modify Schedule under the Scheduling tab.
   b. Once the Course Request has been reviewed, students will be enrolled in the first course option by the Department of Online Learning.
   c. Students may **take only one online course at a time**. When one course is completed the student can start on the next online course. When a student needs to recover multiple credits the courses will be placed in a first, second, third and fourth order based on student priority and staff numbers.
   d. Students that do not show continued activity and progress in their online course may be dropped after two (2) weeks with no activity. A conference between the counselor and student must be held prior to reinstatement to the class. The conference must include an agreement from the student about continued work in the class.

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.
   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. **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. The Online Course Equivalency Table 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. Counselors that do not know their login can email ejohnson7@sandi.net to verify the credentials.
   c. Seniors must finish all coursework prior to graduation. ***Senior grades will be stored by noon on Thursday, June 6, 2019.*** 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 the Program Manager Eunique Johnson (ejohnson7@sandi.net) for the Online Learning Department or iHigh Virtual Academy Office.

APPROVED:

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