SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	**December 7, 2017**
To:	All Secondary Administrators, Head Counselors, Secondary Counselors, Registrars, and Site Technicians
Subject:	**PROTOCOLS FOR STUDENT ENROLLMENT INTO 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 next school year. Ensure outlined protocols are followed for student enrollments into online courses.

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 online courses. These course requests will differ from the current course requests in PowerSchool for seat-based courses.

1. **Dual Online Enrollment and Disenrollment:** Online course requests for students will be completed by sites **during the spring articulation** for the upcoming year (see item 3 for more details).
   a. Counselors will receive a link to a pre filled google document with student names and courses in which they have a D or F grade. The link to the document will be emailed by the Online Learning department to each school site prior to articulation.
   b. Counselors will review the student course request document as they complete articulation in the spring. Counselor will mark which courses will be taken over the summer, either online or seat based, and which courses will be taken by students in the fall.
   c. The Google document with the student course requests will close on June 1 in order to process the summer school enrollments and evaluate staffing needs.
   d. At the end of summer school the Google documents will be reviewed to verify passing enrollments over the summer and make adjustments to the students fall enrollment. The students fall enrollments will be prioritized according to student need and available staff. See number 2 for more detail.
   e. Course number 8155 (iHigh Lab) is required in your master schedule to mark attendance for students taking online classes during the regular school day. Sections of 8155 may be offered in a zero period before or after school to accommodate student's schedules. 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. 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.
   g. 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. 1000, dated July 8, 2016).

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 dual enrollment or 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.

3. **Student Enrollments in PowerSchool:**
   a. The Google document with student course requests will be viewable throughout the summer. Any changes should be emailed to mcottrell@sandi.net.
   b. Once the Google document has been reviewed, students will be enrolled into the first course option by the Online Learning department. The enrollments can only be completed after your site's master schedule has been committed.
   c. Starting in school year 2018-19 the Online Learning department will complete the student enrollments into online classes. Counselors will no longer be responsible for this step in the student enrollment process.
   d. 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.
   e. 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. 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. **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 tab within the Google document 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 mcottrell@sandi.net to verify the credentials.
   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.** 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.

APPROVED:

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