SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: **May 15, 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

(Due Date)

Reference: *Course of Study, K-12 (Online Courses and Credit Recovery Courses)*

Action Requested: Implement course requests for students into online courses.
Attachments: Attachment 1 Course Equivalents
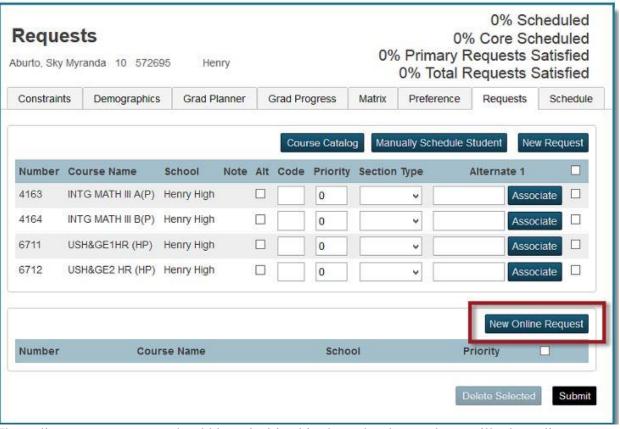   Attachment 2 Online Course Request Job Aid

Background:
Requests for dual enrollment into online courses traditionally occurs during the opening weeks of the school year. To alleviate stress and plan for next year staffing a new protocol was developed to submit course requests for dual enrollment through Powerschool for the next school year.
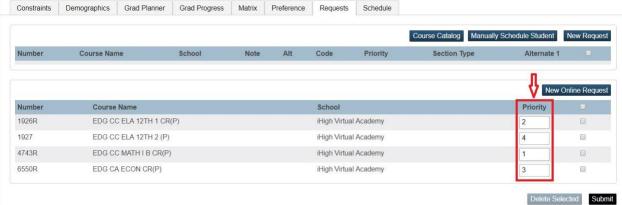
Brief Explanation:
Counselors will be able to complete course requests for dual enrollment online courses using the outlined procedure. This new online course request feature will appear alongside of the seat-based course requests but will not impact those requests. Online course requests will not be 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 Powerscheduler to input Online Course Requests for dual enrolment classes with iHigh Virtual Academy for the next school year.

    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 following fall 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 fall term. Note: the home school must complete the commit process for their master schedule prior to student dual enrollments.

e. Counselors must review the student online course request page in Powerscheduler as students are enrolled or dropped from their school to verify accuracy.

f. The online course request in Powerscheduler needs to be completed by August 1 in order to evaluate staffing needs for the fall and make adjustments.

g. Summer grades must be verified and adjustments made to the students course requests.

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.

Questions pertaining to dual online enrollment of students may be directed to the Online Learning Department or iHigh Virtual Academy Office.

APPROVED:

Cheryl Hibbeln
Executive Director
Office of Secondary Schools