

**SITE OPERATIONS CIRCULAR NO. 1001**

Office of Secondary Schools

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** July 28, 2015

**To:** High School Site Administrators, Resource Counselors, Head Counselors, Counselors, Registrars, Site Technicians

**Subject:** COURSES TAKEN AT NON-DISTRICT SCHOOLS BY STUDENTS ENROLLED IN THE DISTRICT

**Department and/or Persons Concerned:** High School Site Administrators, Resource Counselors, Head Counselors, Counselors, Registrars, Site Technicians

**Attachments:** Generic Courses

**(Due Date only if required)** **September 30, 2015** (last date to enter grades)

**Reference:** District Administrative Procedure 4770 (“Graduation from Senior High School”)

**Action Requested:** Implement procedures for issuing core subject area credit for high school coursework taken outside the district by students enrolled in the district.

**Brief Explanation:**

It is clear that principals have not shared the same understanding of AP 4770 regarding the acceptance of charter school coursework for district graduation credit. Because of this difference in understanding, some sites have directed students to non-district schools to take classes for first time core subject area credit with the expectation that the coursework would be acceptable for first-time graduation credit. “Core subject area” courses mean the courses that students must successfully complete in English, History, Mathematics, Science, World Language, VAPA, and Physical Education in order to graduate. These are also described herein as “non-elective” courses or coursework.

This site operations procedure describes the circumstances under which coursework taken outside the district by students enrolled in the district may award first-time credit for non-elective coursework. It also describes the mechanics for awarding such credit.

**Courses taken by current district students for the first time and successfully completed at non-district schools, September 1, 2012 through August 24, 2015:**

1. Awarding of first-time credit for graduation for courses meeting core subject area requirements taken at non-district schools applies only to coursework taken and successfully completed during the period **September 1, 2012 through August 24, 2015**. First-time core subject area coursework taken at non-district schools outside of this time period may only award elective graduation credit.
2. “Non-district schools” include charter schools regardless of the authorizing school district, private schools, and other high schools outside of the San Diego Unified School District. As stipulated by California Ed Code, Board-approved courses offered at Independent World Language Schools are considered to be in-district.
3. All courses taken at WASC accredited schools for first time core subject area credit at a non-district school from September 1, 2012 through August 24, 2015 and successfully completed may award district core subject area graduation credit. Grades for this coursework must be entered no later than **September 30, 2015**.
4. The school principal is responsible to ensure that course marks are recorded only for courses taken at WASC accredited schools.
5. A district course code for a UC ‘a-g’ approved course can only be used if the principal has determined that the course was also UC approved in the same subject area for the same year at the charter or other out-of-district school.
6. Beginning August 25, 2015, and thereafter, all courses taken for first-time credit at non-district schools will award elective credit. Effective August 25, 2015, no core subject area graduation credit will be awarded for students taking a course for the first time.
7. Grades earned in non-district high school coursework will be included on the student’s transcript. Grades from both district and non-district coursework will be used to calculate a student’s WGPA.
8. Grades earned in non-district courses may not be used for grade suppression or grade replacement purposes.

**Entering Grades for First-time Core Subject Area Coursework Taken at Non-District Schools (for courses successfully completed between September 1, 2012 and August 24, 2015):**

1. To post grades for core coursework that the student has successfully completed at a non-district school, use the district course title and number listed in the district *Course of Study, K-12* that most closely matches the non-district course.

2. Using the drop-down menu, select the school where the student completed the course (e.g. the charter school name or “out-of-district”).
3. Only letter grades may be used to record first-time core coursework (e.g., non-elective courses) taken in non-district schools.

**Entering Grades for Elective Coursework Taken at Non-District Schools:**

1. Coursework taken in non-district schools for elective credit does not earn a letter grade. Enter “P” for passing; do not enter failing grades. This elective credit does not earn a letter grade and will not be used when calculating the student’s WGPA.
2. To post grades for elective coursework that the student has successfully completed at a non-district school, use the generic course code (list attached). Enter the course title in all CAPS.
3. Using the drop-down menu, select the school where the student completed the course (e.g. the charter school name or “out-of-district”).

If you have questions or would like additional information, please contact Teri Curl at (619) 725-7772.

APPROVED:



Cheryl Hibbeln, Executive Director  
Office of Secondary Schools

**Generic Courses**  
(Elective Credit Only)

<b>Dept</b>	<b>Crs #</b>	<b>Course Name</b>
Vis Art	0100	ART
Bus Ed	0500	BUSINESS ED
ConsumrSci	1000	CON/FAM STUDIES
PerfArts	1400	FINE ARTS/SP/DR
Lang Arts	1500	ENGLISH/LAN ART
WorldLang	2000	WORLD LANGUAGE
Hlth/Safty	2500	HLTH AND SAFETY
HlthCareer	3000	HEALTH CAREERS
IndustTech	3500	INDUSTRIAL ED
Math	4000	MATHEMATICS
Comp Ed	4400	COMPUTER EDUC
Mil Sci	4500	ROTC/NROTC/PE
Music	5000	MUSIC
Phys Ed	5500	PHYSICAL ED CONT SCHOOL
Science	6000	SCIENCE
Soc St	6500	SOCIAL STUDIES
Spec Ed	7000	SPECIAL ED
	7200	SPECIAL EDUCATION
	7500	SPECIAL EDUCATION
Non-Dept	8000	NON-DEPARTMENT
ROP	8600	ROP
	8800	ROP