

Welcome to the webinar Understanding the Accreditation Report.

The accreditation report can be accessed from the home page in SRI. Click on the link *Curriculum Accreditation Report*. This report must be viewed prior to certifying your winter submission.

The report shows the number of Carnegie units required to be offered and taught in each of the nine accreditation areas in grades 9-12. This is according to Chapter 12 of Iowa Code.

Below the required units are the calculated Carnegie units currently being taught in each accreditation area.

For comparison reasons, last year's calculated Carnegie units are also shown.

You will want to view the list of courses making up the calculated Carnegie unit. To do this, click on the calculated Carnegie unit total in an accreditation area.

While viewing the list of courses there are several pieces of information to verify: The local course title aligns with the SCED code course title, the Carnegie unit is correct for each course, courses are sequenced appropriately so that Carnegie units are correctly calculated, and all eligible courses being taught are represented. I will take you through each of these areas.

The first item to verify is the SCED course title, which is based upon the first five digits of the SCED code, and the local course title align. These two do not have to be an exact match but they should agree. You will see the SCED Title listed above each group of courses. The example that I am currently showing has a SCED course title of English/Language Arts I (9th grade) and the local course title of Advanced English I. These align. If my SCED title happened to read Informal Mathematics but my local course title reads Adv English I I would need to change the first five digits of the SCED code on the Advanced English I course in my student information system. Look in the SCED code manual to find the correct first five digits for the Advanced English I course. This manual may be found on our website. Go to www.educateiowa.gov, click on Data & Statistics, and select Data Reporting. On this page click on Student Reporting in Iowa and scroll down to the subheading of Course Coding and Supplementary Weighting. The last item under this subheading is EASIER SCED Coding Handbook.

Another item to verify on the accreditation report is that the Carnegie unit is correct for each course listed. The Carnegie unit is a portion of 7200 minutes. It does not equate to credits given to a course. A course that meets for one period on a seven or eight period day everyday for one semester is a half a Carnegie unit. If a course meets for one block on a 4x4 block for a quarter of the year, the course would have a half of Carnegie unit as this is equivalent to the semester example. Concurrent enrollment courses taught online or on the community college will have varying Carnegie units. To calculate the Carnegie unit for these courses take the number of contact minutes for the course divided by 7200. The contact minutes can be found on a spreadsheet titled *Contact Minutes for Community College Courses or Career Academy Minutes and SCED Codes* found under the subheading of Course Coding and Supplementary Weighting on the Student Reporting in Iowa website. If a Carnegie unit is inaccurate, you will need to make the correction in your SIS. The Carnegie unit is the first three digits after the letter in the SCED code, or the 7-9th digits of the SCED code.

There is a special note here for JMC districts. In JMC on the Edit Course Data page, if you have courses with a term type of year-sem or year-tri JMC will send multiple course records, one for each term. JMC will

append a letter to the local course number and will split the Carnegie unit accordingly. JMC will also automatically sequence the course records.

Let's take a look at a specific example. In my JMC I have a local course called Algebra I. It has a local course number of 126 and the term type is set to Year-Sem. The SCED code that I have entered for this course is 02052G10000. When JMC sends this course it will send two course records, one for first semester and one for second semester. The first semester course record will have a local course number of 126A with a course title of Algebra I. The SCED code that is sent will have half of the Carnegie unit represented in the original SCED code and will be sequenced by term. The SCED code sent will be 02050G05010. The second semester course record will be similar with the exception being a local course number of 126B.

JMC sends the correct information as long as the Term Type is correctly set. However, if you have a course that is only a semester in length but the term type is set to Year-Sem, when JMC sends the course record the Carnegie unit will only be half of what it should be. If you are on trimesters and your term type is incorrectly set to Year-Tri, the Carnegie unit will be a third of what it should be. You are unable to change the term type without deleting out important information. If you have a course in which the term type must be changed to be reported correctly, please contact JMC. JMC is willing to work with you to make the needed corrections with the least amount of disruption to your data.

A third item to verify is that courses are grouped appropriately so that the Carnegie is correctly calculated. Courses are grouped according to the first five digits of the SCED code (subject area and title) and the last digit of the SCED code (year). The calculated Carnegie unit total for each group is shown on top of each group. In the example showing you will notice this district has one Carnegie unit calculated for Drawing and Painting II, one Carnegie unit for Drawing and Painting III, and one for Drawing and Painting IV.

Not all courses need to be sequenced. If the first five digits of a SCED code is only used one time, the SCED code can always end in 00. In the example showing, there are separate SCED codes for each level of Spanish. Since these courses are year-long courses there is no need to sequence.

However, using the same Spanish example, if the year-long course is scheduled by terms (each term has a different local course number) the terms must be sequenced for the Carnegie unit to be correctly calculated. Notice the one and two in the tenth digit of the SCED code.

Year-long courses broken into terms must be sequenced using the tenth digit of the SCED code and multiple years of courses that use the same first five digits in the SCED code must be sequenced by year.

Another example of when courses need to be sequenced by term is if you have two separate courses that use the same first five digits but have different content. This occurs most frequently in the vocational area because of the limited number of SCED codes. The example showing has two courses, Shop Fundamentals and Minor Service and Auto Engine Rebuild both coded to Automotive Mechanics-Comprehensive. Since these are two separate courses both with the same first five digits of the SCED code they must be sequenced in order for the Carnegie unit to correctly compute. When you sequence these courses you are NOT saying that one is a prerequisite of the other. You are only saying that these are two separate courses that use the same first five digits.

A course that is one term in length which is repeated in multiple terms should not be sequenced. The SCED code for all offerings of the course will have identical SCED codes. No sequencing in term is needed as this course can only count once.

Courses whose content are basically the same but are taught at different levels will not be sequenced in the term. The SCED code will only differ in the level of the course. In the example showing Composition I, Basic Composition and Advanced Composition are the 'same' course only taught at different levels. This will only count as one course and not three. Think about it this way, a student is only able to take one of the courses, not all three.

A similar situation occurs with this next example. The underlying curriculum is the same but it is taught through various approaches. A student may take Sports Literate or Multicultural Literature but not both to satisfy the literature requirement in a specific district. Therefore, since a student can only take one of the courses but not both, both courses will have the same SCED code and should not be sequenced. Again, this will only count as one offering in the accreditation report.

Again, if two courses have the 'same' content but in this case are being taught using different methods, they should not be sequenced. In the example showing there is a local U.S. Government course and an Iowa Learning Online Government course. These two courses will have identical SCED codes and no term sequencing is needed.

The last item to verify on the accreditation report is that all eligible courses being taught are represented. Local district courses taught either by a district teacher or a non-district teacher, jointly administered course for high school credit only offered by the community college, district to district sharing, Iowa Learning Online, Iowa Online AP Academy, and regional academy courses can all be used to meet accreditation. Concurrent enrollment courses can ONLY be used to meet accreditation in the vocational area. This is according to Iowa Code. For example, a concurrent enrollment Automotive mechanics course CAN be used in the accreditation area of Vocational/CTE but a concurrent enrollment Calculus course is NOT eligible to be used to meet accreditation in math.

There are several types of courses that are not eligible to be used to meet accreditation. They include: PSEO, transfer in courses, independent study courses that are not board approved, correspondence courses, credit recovery courses, specially funded courses (ELL, special education, etc.) and purchased on-line internet based courses (PLATO, E2020, ALEX, etc.). And again, concurrent enrollment courses in all areas other than Vocational/CTE are NOT eligible to be used to meet accreditation.

If you do not see an eligible course that is currently being taught listed in the appropriate accreditation area, check which accreditation area the course has been assigned to in your SIS. The default setting for the accreditation program area is '0' *Not Used for Accreditation*.

In SRI you are able to see all of the courses that were sent in the extract but are not being used to meet accreditation. In the menu bar in SRI click on COURSES and then select the Not used for Accreditation report. However, if a course should be used for accreditation, the necessary change must be made in your SIS and a new file uploaded.

If you have any questions, feel free to contact an SRI consultant. Our names are listed on the bottom of the SRI pages or you see our information on the screen.

Thank you and I hope your winter reporting goes well.

