Louisiana Believes

Course Choice/SCA Midyear Webinar Series
Part 3: District and Student Reporting

DEPARTMENT of EDUCATION

Purpose

Series' intent is to prepare for spring Course Choice Program funded through the Supplemental Course Allocation (within the MFP)

Part 3 : District and School Reporting

- Review role of counselor/school SCA designee
  - NCAA-approved courses
  - Student-course engagement & grades
- Communicate students needs via IEPs and/or 504 plans
  - Work confidentially with providers
- Share important dates
- Delineate provider, LDE, district/school responsibilities

Series Overview

PART 1 K12 & Higher Ed Opportunities	PART 2 District & Student Resources	PART 3 District and Student Reporting
Spring Catalog	Spring Allocation & Balances	NCAA Approved Courses
Course Codes	Student Planning Guide	Grades
Dual Enrollment	JumpStart	Verifications
Advanced Placement (AP)	Counselor Assistance Center	Important Dates
Transcripts	SCA School Designee	Special Education
Registration Details: K-12		Provider/District/LDE responsibilities
Registration Details: Higher Ed		

NCAA Eligibility

Very important for counselors and potential student athletes to check that SCA courses *are* NCAA-approved before registration

- Click [here](#) for NCAA Eligibility Center
- After logging in, enter the name of the Course Choice (CC) provider and scroll down; click on "Show All Approved Courses"

School-Based Reporting

- Providers issue a monthly grade-in-progress
- Providers must use the state approved grading scale (Advanced Placement, Dual Enrollment may differ)
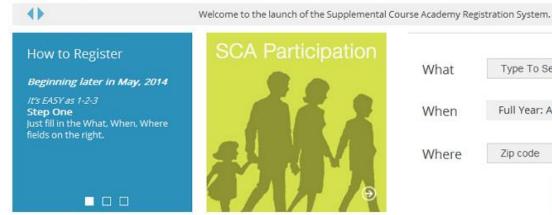
- School transcribes students' final Course Choice grades

- Grades can be accessed at any time in the [Course Choice registration portal](#)

CC/SCA Registration Portal
www.lacourses.net

Counselor's Dashboard and Action Items

Download the CSV File

Enrollment Status	RejectReason	CreationD	FirstNar	LastN	User School	User Distr	Course Title	Course Provider	Course Price	Course Ter
ACTIVE		2014-09-12	John	Doe	Sunset School	Jones Parish	ACT Test Prep (2014-2015)	Provider 1	550	full
WITHDRAWN	Not Enrolled at This School	2014-12-12	Suzie	Cue	Sunset School	Jones Parish	Algebra 1 (2014-2015)	Provider 3	550	full
PENDING		2014-12-14	Charles	Apple	Sunset School	Jones Parish	English 11 (2014-2015)	Provider 9	550	full
ACTIVE		2014-12-14	Ann	Smith	Sunset School	Jones Parish	French 1	Provider 1	712	spring
ACTIVE		2014-12-03	James	Gow	Sunset School	Jones Parish	AWS Welding Level 2 (2014-2015)	Provider 3	2600	full
ACTIVE		2014-09-12	Marie	Morris	Sunset School	Jones Parish	Cosmetology 1	Provider 2	1500	spring

Enrollment Verifications

When the enrollment is approved, the student information will appear on the CSV file found on the counselor's dashboard. Verifications steps are:

1. Check for accuracy of information.

2. Confirm accuracy of students having an IEP and/or 504 plan; communicate accommodations directly with the course instructor.

3. Confirm that primary email account is the student's.

4. Confirm initial contact has been made between student and instructor and coursework has begun.

Important Dates

- November 19, 2014 – Registration for spring, 2015 opens

- January 28, 2015 – Deadline for registration and final add/drop period for spring, 2015

Special Education

- Student's with IEPs (including Gifted, Talented or G/T and those with 504 plans may enroll in CC/SCA coursework

- Correct entry of SpEd information is vital

- School designee/counselor must communicate accommodations promptly with the course instructor

- IEPs may be amended if new accommodation needs for online coursework arise

- Contact Kristina.Posey@la.gov for assistance

SCA School Administrator/Counselor

Beginning of the School Year	During the School Year	End of School Year
Match Student needs to course offerings	Confirm student receipt of course log in	Check that student is on target to complete course
Create Student account—email address & password	Ensure student engagement & pacing	
Register student in courses	Report any problems immediately	
Communicate accommodation needs with providers' Academic Contact or instructor	Ensure students have & use AT and/or accommodations per IEP and/or 504 plan	
Utilize counselor dashboard to approve or reject course	Visit counselor dashboard to manage enrollment, view grades	Transcribe final grade to official district transcript.
Contact Counselor Assistance Center (CAC)	Monitor progress	

District & School Responsibilities

- Oversee utilization of CC/SCA funds in the MFP formula
- Verify accurate enrollments at the end of registration
  - Notify provider of accommodations for those students with IEPs
- Provide personnel to oversee access and engagement of CC/SCA students
- Report academic, access, and engagement issues to:
  - Family
  - SCA provider
  - LDE/Counselors Assistance Center
- Receive and monitor grades
- Transcribe grades
- Follow local Pupil Progression Plan

SCA Course Provider Responsibilities

- Verify enrollments at the end of registration
- Monitor student access and engagement
  - Report irregularities to school personnel and LDE/Counselors Assistance Center
- Deliver excellent instruction, including the provision of accommodations for eligible students
- Report grades 1st of the month
- Cooperate with LDE in quality assurances

SCA/LDE Responsibilities

- Administer Act 2, Bulletin 482
  - Manage registration
  - Verify rolls
  - Invoice providers
- Assist districts with registration, funding allocations and disbursement information
- Assist SCA providers with registration information, enrollment, access, engagement and invoicing issue
- Administer day-to-day function of SCA program
- Evaluate performance of SCA providers
- Avail the Counselor Assistance Center to districts & schools

Counselor Assistance Center 2014-15 Contacts

Name	Email	Phone
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What's Next?

- Registration and add/drop end January 28, 2015
- LDE support:
  - sca@la.gov
  - Counselor's Assistance Center
- Utilization of website resources

Student success is our goal !