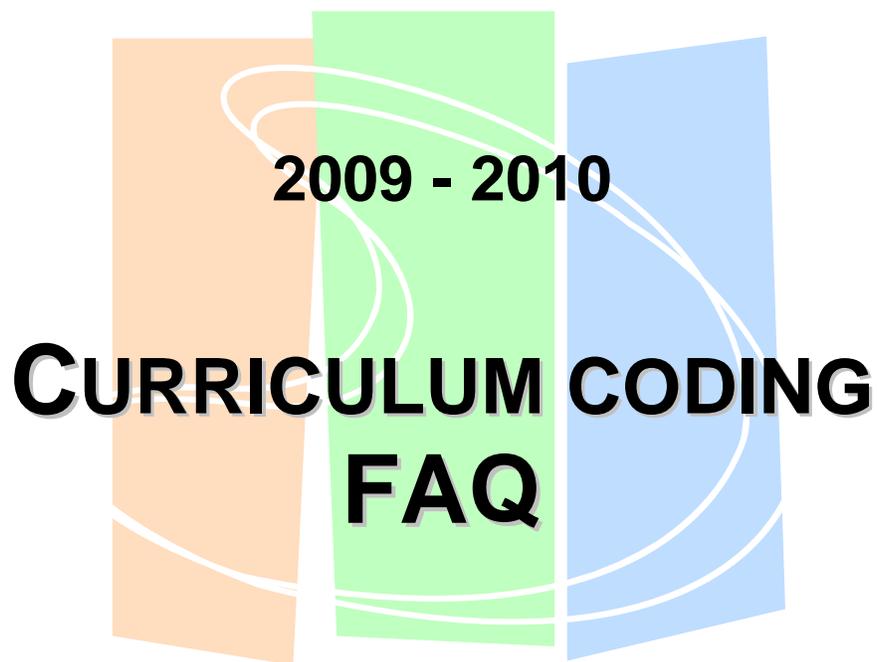


Iowa Department of Education

# Project EASIER



**January 2010**

*The content of this document was compiled by staff in the Planning, Research, Development and Evaluation Bureau at the Iowa Department of Education. This document is intended to provide guidance and direction to school personnel responsible for coding local courses for inclusion in EASIER submissions. In no way should the content be viewed as a substitution or replacement for the Iowa Code or Iowa Administrative Code.*

## EASIER 2009-2010 Curriculum Coding FAQ

***What are the Accreditation Program Area, the Institution Providing Course, and the Course Origination for the following?***

	Accreditation Program Area	Institution Providing Course	Course Origination
<b>MISCELLANEOUS HIGH SCHOOL COURSES</b>			
Independent Study Courses – Board Approved	‘1’ thru ‘9’	Local District	‘1’
Independent Study Courses – Non-Board Approved	‘0’	Local District	‘1’
Community College Courses for HS credit only	‘0’	Community College IPEDS	‘4’
Credit Recovery Courses	‘0’	Local District	‘1’
Purchased on-line courses (PLATO, ALEKS, APEX, Odyssey Ware, etc)	‘0’	Local District	‘8’
Non-Regional Academy course offered by a neighboring school district	‘0’ thru ‘9’	Originating District	‘5’
Regional Academy course offered by a neighboring school district	‘0’ thru ‘9’	Originating District	‘10’
Correspondence Courses	‘0’	Local District	‘8’
Iowa Learning Online High School Credit Courses	‘0’ thru ‘9’	Local District	‘6’
Iowa Online AP Academy	‘1’ thru ‘9’	Local District	‘7’
Study Hall / "Placeholder" courses	‘0’	Local District	‘1’
Special Education (SCED Level = S)	‘0’	Local District	‘1’
ELL Courses (SCED Level = L)	‘0’	Local District	‘1’
<b>COURSES FOR COLLEGE CREDIT (SCED Level = C)</b>			
Career Academy Course offered for Concurrent Credit	‘9’ or ‘0’	Postsecondary Institution IPEDS	‘9’
Non-Career Academy Course offered for Concurrent Credit	‘9’ or ‘0’	Postsecondary Institution IPEDS	‘3’
PSEO Courses	‘0’	Postsecondary Institution IPEDS	‘2’
Iowa Learning Online College Credit Courses	‘0’	Postsecondary Institution IPEDS	‘2’
Online Community College Consortium* Courses	‘0’	Postsecondary Institution IPEDS	‘2’

*\* Community College Consortium consists of Eastern Iowa, Iowa Lakes Community College, Iowa Western, Northwest Iowa, Southeastern Iowa, Southwestern Iowa and Western Iowa Tech*

**What is the SCED Code for Study Hall and other “place-holder” courses?**

Although Study Hall does indeed have its own SCED code (22006), it is best to assign Study Hall and other non-credit/placeholder courses a SCED code of single zero (0).

**What is a career academy?**

Career academies (Iowa Code 260C.18A) refer to programs of study that combine a minimum of two years of secondary education with an associate degree, or the equivalent, career preparatory program in a non-duplicative, sequential course of study that is standards based, integrates academic and technical instruction, utilizes work-based and worksite learning where appropriate and available, utilizes an individual career planning process with parent involvement, and leads to an associate degree or postsecondary diploma or certificate in a career field that prepares an individual for entry and advancement in a high-skill and reward career field and further education.

For more information, contact Rosanne Malek, 515/281-3199, [rosanne.malek@iowa.gov](mailto:rosanne.malek@iowa.gov)

**We have a 2<sup>nd</sup> year senior with an IEP attending a community college program to complete their requirements for graduation. Do I include their courses in my winter EASIER file? Are those courses considered 28E courses with another district? Or 28E courses with a community college for high school credit only?**

Curriculum for these students should not be submitted since the courses are not courses offered and taught by the district.

**Can AP Courses be coded with a SCED Level C?**

“AP courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided the The College Board... **Based on the examination score and the postsecondary institution’s policies, students may be eligible for college credit or advanced standing at the college or university to which they later matriculate**” (*Senior Year Plus*, p. 14).

Based on this statement, since the college credit is based on performance on the exam and not the completion of a course, AP courses cannot be coded with a SCED Level C.

**How do I code my PSEO courses?**

Your PSEO courses must be assigned a unique local course number and title, just as your other courses, but the 11-digit state code is modified to the following format :

					C	0	5	0	0	0
Subject Area	Course Title			Level	Credits			Term	Year	

↓  
**NOTE:** For spring PSEO courses, sequence term = 2

**What is the difference between a PSEO and a Concurrent Enrollment Course?**

	<b>PSEO</b>	<b>Concurrent Enrollment</b>
Is the course eligible for supplementary weighting?	No	Yes and No
How does a student enroll?	Student applies to a postsecondary institution to enroll. Course must not be offered by the resident/serving district or be provided through a contract agreement with any postsecondary institution.	Student enrolls at school district to take community college coursework. Courses must be approved by the school board on an annual basis.
What grade level of student can enroll?	Students in grades 11 and 12 AND those in grades 9 and 10 identified as TAG	Students in grades 9 – 12
Who pays for the course?	District pays if the student completes and passes; otherwise parent/guardian reimburses.	District pays regardless if student passes or fails
What is the cost of the course?	Actual costs up to \$250	Whatever cost is negotiated by community college and district boards
Does the student receive college credit?	Yes	Yes, if the course is eligible for supplementary weighting
Where is the class held?	Postsecondary campus or any satellite site established by the postsecondary institution	Any site established by the community college, which may include facilities of the local district

Source: *Senior Year Plus Guide for Educators and Educational Administrators (11/11/2009)*, p.20

**Can my district apply the Carnegie Units of our Concurrent Enrollment courses to meet the state requirements for Offer and Teach?**

No. According to the new Senior Year Plus documentation, 'community college-delivered courses for college credit may not be used to meet a school district's 'offer and teach' accreditation requirements except for career and technical education and in certain cases involving Project Lead the Way offerings (which may also be applied to mathematics or science).

Source: *Senior Year Plus Guide for Educators and Educational Administrators (11/11/2009), p.25*

**Are there specific SCED Codes for Project Lead the Way courses?**

Yes. Below you will find the first five digits of the SCED codes. The level will be dictated by whether the course is for college credit or not. The Carnegie unit value will most likely be 050, and the sequencing values will be based on the need of the district.

Principles of Engineering	21004
Engineering Design	21006
Engineering Design and Development	21007
Digital Electronics	21008
Computer Integrated Manufacturing	21010
Civil Engineering and Architecture	21012
Aerospace Engineering	21013
Biotechnical Engineering	21014

**Our district has an agreement with a private college where one of our teachers is teaching a course and the students are earning college credit. How do I code that course?**

Since 28E agreements, by law, cannot exist with private institutions, this course would be coded as a PSEO course. The only exception to this would be if the private college is not an eligible in-state postsecondary institution (i.e., not included on the IPEDS code list), in which case the course cannot be coded as a PSEO, and would be coded as your district's course (assuming the course has been approved by the local school board).

If you have questions specific to 28E courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242-5132.

**May a concurrent enrollment course delivered at a high school location be spread over one year if it is delivered as a one semester course at the college?**

No. How a course is delivered at a high school location must be comparable to the delivery at the college (i.e., same curriculum, same pace).

Source: *Senior Year Plus Guide for Educators and Educational Administrators (11/11/2009), p.37*

***Our district has a 28E agreement with a neighboring district which in turn has a 28E agreement with a community college that offers college credit for the course. How do I code that course?***

The course should be coded as if the 28E agreement is between your district and the community college. If the course qualifies for supplementary weighting, a district can report course enrollment of resident students only.

*If you have questions specific to 28E courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242-5132.*

***I have a student whose parent is employed by a post-secondary institution that provides free tuition to family members. How do I code those “free” college courses for that student?***

As long as the course meets the state requirements under PSEO and the district approved the course, the college course is considered a PSEO course and should be coded accordingly. The amount of money billed for this course (reported on BEDS) would be \$0.

*If you have questions specific to PSEO courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242-5132.*

***Does a PSEO course that was not completed or not passed by a student still need to be submitted in EASIER? Are the \$\$ for that course to be submitted on BEDS?***

Yes, you are to include all student enrollments in PSEO courses in Project EASIER, and enter the total amount for which your district was billed on BEDS. The district may demand reimbursement from the student, but this does not affect the BEDS reporting.

***When is a college course considered a PSEO course for some students but not for others?***

Assuming a particular college course meets the criteria to be considered an eligible course, a district is not responsible for payment if the student in question is not eligible for enrollment or does not meet the requirements for taking a PSEO course. Examples of not meeting the requirements include, but are not limited to: a 9<sup>th</sup> or 10<sup>th</sup> grader has not been identified as gifted or talented, the student fails to meet the established deadline for registering for PSEO participation, or the parent enrolls the student at the postsecondary institution instead of enrolling through the high school. In these cases the district may elect, but is not required, to accept the course for high school credit, even if the district is not responsible for course payment.

*If you have questions specific to PSEO courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242-5132.*

***What is the connection, if any, between EASIER and the CTE application? Is this connection based on the winter file only?***

All courses coded with accreditation area ‘9’ (Vocational/Technical) in Winter EASIER are provided in a drop-down menu within the CTE application. Courses can be selected from this list to define a particular CTE program. The key to the course selection is the local course number and local course name. Once local course numbers and names are identified in the CTE application, matches on the local course number and name are found from the district’s Winter EASIER submission. Students are added to the CTE programs based on the matching local course numbers and names.

***In our Student Information System, we have a student scheduled for a 4-hour auto mechanics course for community college credit. That course is actually an aggregate of 4 different community college courses. How should this course be coded?***

The community college can provide you with a list of CCNs that make up that 4-hour session. Each of these CCNs should then be identified in your student information system with a local course number and a distinct SCED code. Students should be enrolled in or assigned to each of these courses in order for his/her total units in a CTE program to be correct.

***What kinds of courses qualify as PSEO courses? If a student wants to take a course like swimming at the community college, does that qualify as a PSEO?***

According to state code 281-22.4(261C), postsecondary courses eligible for students to enroll in...shall be limited to:

- Nonsectarian courses;
- Courses that are not comparable to courses offered by the school district where the student attends which are defined in rules adopted by the board of directors of the public school district;
- Credit-bearing courses that lead to an educational degree;
- Courses in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, and also courses in career option programs offered by area schools (established under the authorization of Iowa Code chapter 260C).

Based on those restrictions, your student's swimming course would NOT qualify as a PSEO.

If you have questions specific to PSEO courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242-5132.

***Do Individualized Courses and/or Independent Study courses qualify as PSEO courses?***

No. These courses are to be arranged and paid for directly by the student or the student's family

Source: *Senior Year Plus Guide for Educators and Educational Administrators* (11/11/2009), p.39

***What about the issue of core course curriculum – will that be taken from the district's EASIER files?***

There are no plans of extracting core curriculum from Project EASIER files at this time.

***Do all 7<sup>th</sup> and 8<sup>th</sup> grade courses need a SCED code?***

No. Only those courses that are considered 'high school level' courses.

***Besides the SCED code, what additional fields must be populated for 'high school level' 7<sup>th</sup> and 8<sup>th</sup> grade courses?***

All courses with a valid SCED coded should also have the following indicators:

1. Accreditation program area = '0'
2. Institution Providing Course = TBD (most likely your 4-digit district code)
3. Course Origination = TBD (most likely '1' – Local District Course)
4. Course Delivery Method = TBD (most likely '1' – Face-to-face)