



SUPERINTENDENT OF PUBLIC INSTRUCTION

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November 3, 2017

(X) Action Required
(X) Informational

BULLETIN NO. 092-17 SYSTEM AND SCHOOL IMPROVEMENT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Data System Managers
School Building Principals
School Building Registrars and School Counselors
Charter School Administrators
Tribal Compact School Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Changes to College in the High School WAC Chapter 392-725

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PURPOSE

This bulletin provides a review of the changes made to the College in the High School (CHS) rules outlined in WAC Chapter 392-725. These changes were made through the rule making process by the Office of Superintendent of Public Instruction (OSPI) in collaboration with the Washington Student Achievement Council (WSAC), State Board for Community and Technical Colleges (SBCTC), Council of Presidents (COP), and the Association of Washington School Principals (AWSP). A Permanent Rule Making Order (CR-103P) was filed on October 5, 2017 and will be effective on November 6, 2017.

SUMMARY OF WAC CHANGES

The following provides a summary of all the changes made to WAC Chapter 392-725.

Definitions – WAC 392-725-015: The definition for “College in the High School fees” now specifies that the college must receive the corresponding CHS fee for any student who seeks to earn college credit. This clarity was needed due to another change that states any student taking a CHS course will receive a “C” designator on the high school transcript, regardless of whether or not the student paid for the college credit. The intention of this change is to ensure that the academic rigor of a student’s high school curriculum is accurately reflected on the high school transcript.

Demonstration and Reporting of Evidence of Required College in the High School Standards – WAC 392-725-120: OSPI was removed as a member of the committee tasked with completing the program review process for all colleges offering a CHS program. This removal ensures that our higher education partners complete the peer review process inherent within the quality review of CHS courses.

College in the High School General Requirements – WAC 392-725-225: In this section, the phrase “seeking to earn college credit” was added to clarify that only students who want to earn the college credit need to also enroll in the college’s course. Additionally, unneeded verbiage regarding the student’s ability to “profit” from the college course was removed.

Co-delivery of College in the High School Courses – WAC 392-725-235: This new section established rules to govern the co-delivery of a CHS course with another dual credit course which could possibly include Advanced Placement, International Baccalaureate, Cambridge International or CTE Dual Credit (formerly Tech Prep) courses. This change will provide increased access to dual credit options for students, and includes the following rules:

1. CHS Standards: The standards for offering CHS courses, as provided in WAC 392-725-130 through 160, must be met before co-delivery can be achieved. Once the district, charter school, or tribal compact school and college agree upon the CHS contract, then the college, in coordination with the appropriate academic department, will assess curriculum alignment with the other dual credit option and approve the status of the CHS course as a co-delivered course.
2. High School Transcripts: Careful attention must be paid to ensure that high school transcripts accurately reflect co-delivered course titles and course designators to ensure that students earning college credit can link their college and high school transcripts. In the student information system, co-delivered course must be identified as follows:

- a. The course title must begin with the college's curriculum and course number (for example: MATH141, FOR103, ENGL101). Additional guidance will be available in the OSPI Comprehensive Education Data and Research System (CEDARS) manual.
- b. Within available character limits, the rest of the course title shall reflect the official course abbreviation, as listed in the OSPI CEDARS manual, for the corresponding co-delivered Advanced Placement, International Baccalaureate, or Cambridge International course or the CTE Dual Credit course title.
- c. For approved co-delivered courses, the course designators on the high school transcript can reflect both dual credit courses.

Additional system impacts of changes to co-delivered course titles and transcript designations:

- a. Since co-delivered courses will have the same name and transcript designators, students can be scheduled into one "joint" course.
 - b. The "C" designator can appear on the high school transcript for any student who enrolls in a CHS course, regardless of enrollment in the college's course and payment of the fee for the college credits.
 - c. Data system supervisors and high school registrars may need to update the student information system to reflect these new scheduling implications and transcription rules.
3. Students Enrolled in CHS Courses Meeting the College Enrollment Standards: Students taking a CHS course and intending to earn the college credit must still enroll in the college course within the college's allotted time and have paid the college the CHS fee unless eligible for the state funded subsidies.

Student information system limitations required flexibility in how to document a co-delivered course on the high school transcript. The first priority is to ensure the college's course curriculum and number is listed so that students earning college credit can link their college and high school transcripts. Other dual credit courses must also be accurately reflected in the title. Additional guidance can be found in the OSPI High School Transcript Developer/User Guide.

District, charter school, or tribal compact school administrators must work with high school staff to determine how to best to offer dual credit options to meet students' needs, including if co-delivered courses are needed and how many to offer.

College in the High School State Funded Subsidies – WAC 392-725-325: The word "provided" was changed to the phrase "appropriated for such purposes" to ensure recognition of the need for an appropriation in the Omnibus Appropriations Act.

BULLETIN NO. 092-17 OSSI

Page 4

November 3, 2017

INFORMATION AND ASSISTANCE

For questions regarding this bulletin and CHS rules, please contact Kim Reykdal, Program Supervisor for Dual Credit at 360-725-6168 or by email at kim.reykdal@k12.wa.us.

For questions regarding claiming CHS courses for state funding and CHS subsidies, please contact Becky McLean, Supervisor of Enrollment and Categorical Funding at 360-725-6306 or by email at becky.mclean@k12.wa.us.

The OSPI TTY number is 360-664-3631.

This bulletin is also available on the OSPI website at:

<http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

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