

Best Practices for Postsecondary Coursework

This guidance provides a quick overview of technical considerations for ensuring students receive post-secondary credit. New district users should familiarize themselves with the Postsecondary Guidance document first.

Where Postsecondary Coursework Is Located

Postsecondary coursework appears within the Accountability Reporting (AR) application: **Student Data → Coursework Tab**

This tab displays section-enrollment coursework and is the first place you confirm whether the course records have arrived from the SIS.

Types of Postsecondary Coursework Offered

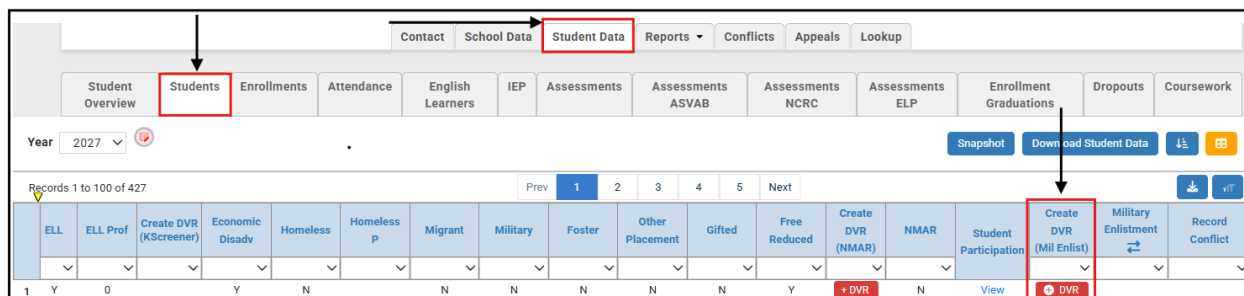
<u>Instructional Level Code</u>	<u>Term Span</u>	<u>Number of Grades Expected</u>
<u>College Prep Coursework</u> 00575 (Advanced Placement) 00574 (International Baccalaureate) 00571 (General; for course code 4550 only)	Two semesters. One grade per semester. Any exceptions must be approved by Accountability	Two grades expected per two semesters. In general, 2 GRADES (one for each semester)
<u>Internships</u> 00571 (General) 2790 Internship I – Juniors 2791 Internship II – Seniors	1 or 2 Semesters	At minimum (1 grade)
<u>Dual (Concurrent) Enrollment</u> 00576 (College Level)	1 Semester	(1 grade)
<u>Military Readiness</u> 73044 (General) 2720 JROTC 2760 Leadership 2908 Color Guard	1 or 2 Semesters	1 or 2 grades
<u>Career & Technical Education</u> general courses 9000+ 73044 (General)	1 or 2 Semesters	Two grades expected per two semesters. In general, 2 GRADES (one for each semester)
<u>Career & Technical Education</u> general courses 8000+ 73044 (General)	1 or 2 Semesters	1 or 2 grades

Internships

Work-based learning should be set up with state course codes that qualify for PS credit.

Military Enlistment Documentation

Provide DD-4 enlistment forms as valid documentation for postsecondary opportunities credit by creating a DVR in the Student Data >> Students >> Military Enlistment column



The screenshot shows the 'Student Data' system interface. The 'Student Data' tab is selected, and the 'Students' sub-tab is active. A red box highlights the 'Students' sub-tab. Another red box highlights the 'Create DVR (Mil Enlist)' button in the 'Records' table. An arrow points from the 'Students' sub-tab to the 'Create DVR (Mil Enlist)' button.

How to Check Coursework Data to Ensure Student Eligibility

a. Verify Course Codes & Instructional Level

Incorrect instructional levels cause credit loss. 00579 "Accepted as High School equivalent" is for Middle School Courses accepted as HS credit and should not be used for post-secondary coursework accepted for HS credit. Correct level: **73044** for Career Tech and some Leadership courses.

b. Confirm Term Span & Marking Terms

Sections can be set up to have both scheduling and marking terms. Accountability will only use "marking terms" to determine postsecondary credit. Ensure that the course section is set up to insert course term grades in the Marking Term. If unsure, contact your SIS vendor.

If your site schedules courses in quarters but you want to send grades in semester terms, OSDE will need to receive semester terms as the "marking terms" for the section and receive grades referencing those semester marking terms. Accountability will be expecting passing grades for each marking term in a section to receive credit. The marking terms cannot be full school year terms.

c. Validate Passing Letter Grades

Students earn PS credit only with **passing grades ("D" or better)** for all required terms.

d. Check for Missing Grades

Large numbers of “no-credit” entries often indicate:

- Missing second-semester grades
- Incorrect term spans
- SIS failing to publish stored grades
- Incorrect course code or instructional level

e. Review SIS Publishing / Syncing Issues

If the SIS vendor (PowerSchool, Sylogist, Infinite Campus, Insight) is not sending updates properly:

- Confirm instructional level and term span setup
- Republish stored grades
- Student object “Marks Mark” should be checked in SIS
- Contact SIS vendor if needed

f. Use DVRs During the Correction Window

Create DVRs **only when**:

- Sections are set up to have marking terms, see above.
- Term Letter Grade(s) is missing.
- Instructional Level is incorrect.
- Proper documentation for a missing grade is an official transcript.

SDE can only fix problems with missing letter grades and incorrect instructional level codes after the data rollover in early July. Marking terms must exist for the course section for OSDE to correct missing letter grades.

When to Check Transfer of Grades in AR Portal

a. Before and During the Postsecondary Coursework Review Window

The PO window is provided to verify all PS coursework, and grades are available for calculating the report card indicator.

b. Daily During Active Windows

Coursework data is imported from district SISes weekly in May/June. One quarter of the districts in the state are imported each night, Monday through Thursday. Because grades update weekly, districts should check frequently until all grades appear in the coursework tab.

c. After Republishing SIS Grades

If SIS grades are republished, verify updates in AR.

Summary: The Four Essentials

1. **Locate** coursework in **Coursework tab** in the AR Portal.
2. **Validate** that credit is being assigned to AP, IB, Dual Enrollment, Career Tech, Internships, ASVAB, NCRC (Work Keys), and Military Enlistment.
3. **Confirm** that course sections are set up using correct course codes, instructional levels (e.g., 73044 for CTE courses), term spans, and marking terms.
4. **Monitor grade transfer** especially before the last week of June and during the correction window.