

Guidance for School Districts to Submit Course Approval Forms for Alaska Performance Scholarship (APS) Eligibility

In order to assist districts in ensuring courses meet the requirements of 4 AAC 43.030 – Curriculum Requirements for APS, The Department of Education & Early Development (EED) developed a course approval form. This form is only for those cases where a course may not match the course names listed in EED regulations. The course names are also listed on the 2015 APS Eligibility Progress Checklist enclosed in this packet.

Students have specific core courses they must take in order to be APS eligible, courses that are:

- 1) college or industry preparatory courses; and
- 2) meet or exceed the standards and grade-level expectations for a high school course established in the department's publication *Alaska Standards: Content and Performance Standards for Alaska Students*.

Once completed, the form should be submitted to EED for review and should also be kept on file at the district office. You may want to post your approved courses on the district website. Course Approval Forms should be submitted to:

Department of Education & Early Development
ATTN: APS Program Coordinator
801 W. 10th Street, Suite 200
P.O. Box 110500
Juneau, AK 99811-0500

or

Email: eed.aps@alaska.gov

If sending forms by email in the subject line, put School District Name

Please submit the enclosed signed assurances form by regular mail.

For questions regarding completing this form, contact eed.aps@alaska.gov

Directions for Completing the APS Course Approval Form

District Information

- Enter district contact information (District Name, APS Course Contact, Email and Contact Phone Number).
- Check the appropriate box for the reason for review and fill in information next to the checked box. The following are examples:
 - *Additional Course Approval* (Example: your district may offer a “Shakespeare” course and notice “Shakespeare” is not listed in regulation. Your district should then complete the APS course form, describing how this course may fulfill a Language Arts option and is aligned to state standards).
 - *Course Equivalency* (Example: English 1 is equivalent for American Literature).
 - *University course* (Provide the name of the University course and course number).

Course Information

Course Description:

- Enter the Course Name, Course Number and High School Credit given.
- Provide a description of your course from the district handbook. Limit 100 words.

Course Pre-requisites:

- Any courses required to have been taken before this particular course.

Course Sequence:

- *For math courses only*, list the course the student was required to have taken before this particular math class and the course the student should take after the course the district is seeking approval for (e.g. Algebra , Geometry Basic, Algebra II or?).

Course Outline

Alaska Standards addressed:

- List the ELA/Math Alaska Standards as addressed in the course.
- EED encourages school districts to use the ELA/Math Alaska Standards (2012). Courses not aligned to the new standards will be conditionally approved until SY 2015-2016.
- The 2004-5 Alaska Content Standards can be used. This includes all other subjects where new standards have not been adopted. District coding and numbers can be provided.

Course Topics & Timeline:

- List the topics to be covered throughout the course. Provide a timeline with the amount of time each of the topics will be covered (e.g. number of weeks).

Course Instructional Resources:

- List the resources used throughout the course with the publication date, as appropriate. Resources may include textbooks, mock trials, recent newspaper articles, etc.

Course Assessment Plan:

- Describe how students' progress is assessed throughout this course. Provide details which may include specific projects, number of exams, number of essays etc.