

ADMINISTRATIVE CIRCULAR NO. 10
Office of Teaching and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 19, 2013

To: Senior High School Principals and Vice Principals; Area Superintendents

Subject: UPDATE AUTHORIZATION OF ADVANCED PLACEMENT COURSE LIST FOR 2013-2014

Department and/or

Persons Concerned: Senior High School Principals and Vice Principals; Advanced Placement (AP) Coordinators and Teachers

Due Date: Review, complete, and return the enclosed AP Course List and Certification Form (Attachments 1 and 2) to Rhonda Zawadzki, Advanced Studies (Eugene Brucker Education Center, Room 2005) **no later than September 9, 2013.**

Action Requested: The College Board requires that principals and AP teachers update their course authorization annually in order to use the AP designation on students' transcripts.

Attachments:

1. 2013-2014 List of Authorized Advanced Placement Courses
2. 2013-2014 Principal Certification Form

Brief Explanation:

The College Board Advanced Placement (AP) course authorization is an annual process that culminates in an AP Course Ledger, a public registry by school site of all courses authorized to use the AP label on students' transcripts for the current school year. This ledger must accurately identify both **on-site** AP courses and teachers and **online/distance learning** AP courses at each site for 2013-2014. To ensure accurate compliance with this process, a principal or his/her designee must complete the following steps online at <http://www.collegeboard.com/html/apcourseaudit>:

- renew authorization for AP teachers continuing in 2013-2014;
- remove the names of teachers who are no longer teaching AP by calling the AP Audit help line at 1-877-APHELP-0;
- add online/distance learning courses to your site's status page using the drop down menu available on the principal's log-in;
- ensure that teachers who have moved schools transfer existing AP course authorizations to their new schools and approve AP Course Audit forms for these teachers; and
- ensure that teachers new to AP and teachers who are assigned new AP courses obtain authorization for 2013-2014 by submitting a course syllabus and an AP Audit Form and approve AP Course Audit forms for these teachers.

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As you know, the University of California (UC) also requires that schools and/or districts update their 'a-g' course lists each fall. The District must ensure that all site AP courses are authorized in order to use the AP designation when submitting courses to the UC.

To aid in this process, all District high schools offering AP courses are asked to complete and return the enclosed AP Course List and Certification form (Attachments 1 and 2) **no later than September 9, 2013**. Completed forms should be returned via school mail to Rhonda Zawadzki, Advanced Studies, Eugene Brucker Education Center, Room 2005.

For additional information, please contact Rhonda Zawadzki at (619) 725-7308, or rzawadzki@sandi.net.

Rhonda K. Zawadzki
Advanced Studies

APPROVED:



Teresa Walter
Executive Director
Office of Teaching and Learning

Attachments (2)

Distribution: Lists A, B and F

TW:rz

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Teaching and Learning – Advanced Studies

School Name: _____ Principal's Name _____
(Please print.) (Please print.)

2013-2014 List of Authorized Advanced Placement Courses

Please list **all courses and teachers that are authorized** to be offered at your site for 2013-2014:

AP COURSE TITLE	# of SECTIONS 2013-14	AUTHORIZED TEACHER(S) (Please print.)		Principal's Initials*	COMMENTS (Please note online/distance learning courses.)
		First Name	Last Name		
Art History					
Biology					
Calculus AB					
Calculus BC					
Chemistry					
Chinese Language and Culture					
Computer Science A					
Economics: Macro					
Economics: Micro					
English Language and Composition					
English Literature and Composition					
Environmental Science					
European History					
French Language and Culture					
German Language and Culture					
Government & Politics: Comparative					
Government and Politics: U.S.					
Human Geography					
Italian Language and Culture					
Japanese Language and Culture					
Latin					
Music Theory					
Physics B					
Physics C					
Psychology					
Spanish Language and Culture					
Spanish Literature and Culture					
Statistics					
Studio Art: 2-D Design					
Studio Art: 3-D Design					
Studio Art: Drawing					
United States History					
World History					

*Please check the status of all courses listed above at <http://www.collegeboard.com/html/apcourseaudit/> and initial each teacher's name to verify his/her authorization.

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2013-2014 Principal Certification Form

Principals to complete, sign, and return along with List of Authorized Advanced Placement Courses document:

Authorized Advanced Placement Course List Certification 2013-2014

Please print:

School Name: _____

AP Audit Online Registered
Administrator's Name: _____ Phone: _____

AP Coordinator's Name: _____ Phone: _____

Principal's Name: _____ Phone: _____

I certify that the courses and teachers identified on the "2013-2014 List of Authorized Advanced Placement Courses," which I have reviewed, are an accurate listing of all authorized AP on-site and online/distance learning courses my school site intends to offer in the 2013-2014 school year, and these courses should be officially submitted as part of my school's UC 'a-g' course list for 2013-2014.

I agree to notify Rhonda Zawadzki of any changes in on-site and/or online/distance learning AP course offerings at my site during 2013-2014.

Principal's Signature: _____ Date: _____

**Please submit Authorized AP Course List and Principal's Certification no later than
September 9, 2013 to:
Rhonda Zawadzki, Advanced Studies
Eugene Brucker Education Center, Room 2005**