SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: **April 23, 2018**

To: Senior High School Principals and Area Superintendents

Subject: AP AUDIT AUTHORIZATION OF ADVANCED PLACEMENT
                             COURSES FOR 2018-2019

Department and/or
Persons Concerned: Senior High School Principals and Vice Principals, Advanced
                             Placement (AP) Coordinators and Teachers, and High School
                             Head Counselors

Due Date: Friday, June 1, 2018

Action Requested: Review, complete, and return the attached 2018-19 List of
                             Advanced Placement Courses and 2018-19 Principal Certification
                             Form and 2018-19 AP Textbook Order Form (Attachments 1, 2,
                             and 3) to R. Michael Harris in the Office of Secondary Schools by
                             Friday, June 1, 2018.

Attachments: 1. 2018-19 List of Advanced Placement Courses
                             2. 2018-19 Principal Certification Form
                             3. 2018-19 AP Textbook Order Form

Brief Explanation:

All Advanced Placement (AP) courses and teachers must be authorized annually through the
College Board's AP Course Audit in order to use the "AP" trademark designation on student
transcripts. The University of California also requires proof of audit authorization in order for an
AP course to be included on a school's UC 'a-g' Course List each year. School sites are
responsible for obtaining audit authorization for their AP courses and respective teachers for the
2018-19 school year.

Important Note: The College Board has redesigned the AP U.S. Government and Politics course
and exam for the 2018-19 school year and beyond. Teachers teaching this course in the 2018-19
school year will need to submit a new syllabus to the AP Course Audit.

Action:

All district school sites offering AP courses are asked to complete and return the attached 2018-
19 List of Advanced Placement Courses, 2018-19 Principal Certification Form, and 2018-19 AP
Textbook Order Form (Attachments 1, 2, and 3) via school mail to R. Michael Harris, Office of
Secondary Schools, Eugene Brucker Education Center, Room 2005 **no later than Friday, June
1, 2018**.

Principal's Responsibility

Principals are responsible for making sure that all 2018-19 AP courses at their site receive AP Course Audit authorization by **Friday, September 7, 2018.** Failure to meet this deadline could result in these AP courses not being included on the school's 2018-19 UC 'a-g' Course List. As part of the audit process, the principal ensures that all of the following occurs:

1. The principal and one or more designees have access to, and are listed as administrators of their school site AP Course Audit account (established through their College Board Professional Account).

2. All AP teachers who will be teaching a course in the 2018-19 school year have established an AP Course Audit account.

3. The principal or designees actively monitor the progress of course authorizations to ensure all courses are authorized by **Friday, September 7, 2018.**

4. Starting Wednesday, August 1, 2018 the principal or designees renew the audit authorization of AP teachers with previously authorized syllabi continuing at their school site for the 2018-19 school year.

5. Promptly approve AP Course Audit forms for AP teachers needing to transfer their existing AP course authorizations to a new school for the 2018-19 school year.

6. Online Edgenuity AP courses that students at your school are taking through dual enrollment in iHigh Virtual Academy should **NOT** be added to your school's AP Course Audit ledger. These courses receive authorization through iHigh Virtual Academy's AP Course Audit ledger.

Teacher's Responsibility

Teachers who will be teaching an AP course for the first time in 2018-19 obtain authorization by electronically submitting their AP Course Audit form to the AP Course Audit web site and submitting a course syllabus by completing one of the two following options:

1. Submit a syllabus using the "Claim Identical" status by obtaining the authorized syllabus number (six or seven digits followed by a lowercase "v" and a number one) for that document from either the former teacher, AP Coordinator, or the Advanced Studies Resource Teacher in the Office of Secondary Schools, and ensure you have a digital copy saved to your computer to upload for verification.

2. Create and submit an original syllabus using the resources provided in the Teacher section on the AP Course Audit website, http://www.collegeboard.com/html/apcourseaudit/teacher.html. If this option is chosen, the first syllabus submission must be submitted before Saturday, June 30, 2018.

3. Do **NOT** submit one of the sample AP course syllabi listed on the AP Course Audit website as your submission for authorization.

Important Notes:

Schools planning to offer AP U.S. Government and Politics will need to have their teachers submit a new syllabus that meets the revised curricular requirements as soon as possible. The syllabus must be authorized by **Friday, September 7, 2018** in order to be added to the school sites UC 'a-g' list.

Contact R. Michael Harris, Advanced Studies Resource Teacher in the Office of Secondary Schools, if any syllabus has been **denied** by the AP Course Audit.

Important Dates and Deadlines:

- **Thursday, March 1, 2018 -** AP Course Audit begins accepting submissions of materials for new courses that will be offered in the 2018-19 school year. AP Course Audit administrators begin to finalize electronic Course Audit forms submitted for new courses or those transferred to their schools by new teachers.

- **Friday, June 1, 2018 -** Deadline to submit the 2018-19 List of Advanced Placement Courses, 2018-19 Principal Certification Form, and 2018-19 AP Textbook Order Form (Attachments 1, 2, and 3) to R. Michael Harris in the Office of Secondary Schools.

- **Saturday, June 30, 2018 -** Deadline for AP teachers teaching a new course for the first time in 2018-19 to submit an original syllabus on the AP Course Audit website.

- **Wednesday, August 1, 2018 -** AP Course Audit administrators begin renewing previously authorized courses for the 2018-19 school year.

- **Friday, September 7, 2018 -** Deadline for AP courses to receive AP Course Audit authorization.

General questions concerning a school's UC 'a-g' Course List should be directed to Karen Wilson, UC 'a-g' Course Coordinator, at (619) 725-7182, or kwilson2@sandi.net.

General questions concerning a school's AP Textbook Order Form should be directed to Anne Mealiffe, Instructional Materials Technician, in the Instructional Materials Office at (858) 496-8465, or amealiffe@sandi.net.

For information or technical assistance concerning the AP Course Audit website and AP Course Audit accounts, please contact the AP Course Audit Help Line, at (877) 274-3570 (Mon. – Fri., 5:00 a.m. to 2:00 p.m. PST). Users with AP Course Audit accounts should sign in to their AP Audit account and utilize the Communication Center portal to contact AP Course Audit representatives.

For additional information or assistance, please contact R. Michael Harris, Advanced Studies Resource Teacher, at (619) 725-7308, or rharris@sandi.net.

APPROVED:

Cheryl Hibbeln
Executive Director
Office of Secondary Schools

Distribution: Lists A, B, and F