

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** May 15, 2017
- To:** Senior High School Principals and Area Superintendents
- Subject:** AP AUDIT AUTHORIZATION OF ADVANCED PLACEMENT COURSES FOR 2017-2018
- 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 2, 2017
- Action Requested:** Review, complete, and return the attached 2017-18 List of Advanced Placement Courses and 2017-18 Principal Certification Form and 2017-18 AP Textbook Order Form (Attachments 1, 2, and 3) to R. Michael Harris in the Office of Secondary Schools by Friday, June 2, 2017.
- Attachments:**
1. 2017-18 List of Advanced Placement Courses
 2. 2017-18 Principal Certification Form
 3. 2017-18 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 2017-18 school year.

Action:

Principal's Responsibility

Principals are responsible for making sure that all 2017-18 AP courses at their site receive AP Course Audit authorization by **Tuesday September 5, 2017**. Failure to meet this deadline could result in these AP courses not being included on the school's 2017-18 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 2017-18 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 **Tuesday September 5, 2017**.
4. Starting Tuesday, August 1, 2017 the principal or designees renew the audit authorization of AP teachers with previously authorized syllabi continuing at their school site for the 2017-18 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 2017-18 school year.
6. Do not add online Edgenuity AP courses that students at your school are taking through dual enrollment in iHigh Virtual Academy to your school's AP Audit Ledger. These courses receive authorization through iHigh.

Teacher's Responsibility

Teachers who will be teaching an AP course for the first time in 2017-18 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 Friday, June 30, 2017. Do NOT submit one of the sample AP course syllabi listed on the AP Course Audit website as your submission for authorization.

Important Notes:

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

To support this process, all district school sites offering AP courses are asked to complete and return the attached 2017-18 List of Advanced Placement Courses, 2017-18 Principal Certification Form, and 2017-18 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 2, 2017**.

Important Dates and Deadlines:

- **Wednesday, March 1, 2017** - AP Course Audit begins accepting submissions of materials for new courses that will be offered in the 2017-18 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 2, 2017** - Deadline to submit the 2017-18 List of Advanced Placement Courses, 2017-18 Principal Certification Form, and 2017-18 AP Textbook Order Form (Attachments 1, 2, and 3) to R. Michael Harris in the Office of Secondary Schools.
- **Friday, June 30, 2017** - Deadline for AP teachers teaching a new course for the first time in 2017-18 to submit an original syllabus on the AP Course Audit website.
- **Tuesday, August 1, 2017** - AP Course Audit administrators begin renewing previously authorized courses for the 2017-18 school year.
- **Tuesday, September 5, 2017** - 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 and utilize the Communication Center to contact AP Course Audit representatives via e-mail.

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

Attachments (3)

Distribution: Lists A, B, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Secondary Schools

School Name: _____

(Please Print)

2017-2018 List of Advanced Placement Courses

Please list **all AP courses and teachers** to be offered at your site for 2017-2018:

AP COURSE TITLE	# of SECTIONS 2017-2018	AP TEACHER(S) (Please print)		COMMENTS
		First Name	Last Name	
Art History				
Biology				
Calculus AB				
Calculus BC				
Chemistry				
Chinese Language and Culture				
Computer Science A				
Computer Science Principles				
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 & Politics: U.S.				
Human Geography				
Japanese Language and Culture				
Latin				
Music Theory				
Physics 1				
Physics 2				
Physics C: Electricity & Magnetism				
Physics C: Mechanics				
Psychology				
Research (AP Capstone only)				
Seminar (AP Capstone only)				
Spanish Language and Culture				
Spanish Literature and Culture				
Statistics				
Studio Art: 2-D Design				
Studio Art: 3-D Design				
Studio Art: Drawing				
United State History				
World History				

Please check the status of all courses listed above at <http://www.collegeboard.com/html/apcourseaudit/>

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Secondary Schools

2017-2018 Principal Certification Form

Principals to complete, sign, and return along with 2017-18 List of Authorized Advanced Placement Courses document (Attachment 1) and 2017-18 AP Textbook Order Form (Attachment 3):

**Authorized Advanced Placement Course List Certification
2017-2018**

Please print:

School Name: _____

Registered AP Audit Online
Administrator Name: _____ Email: _____

Registered AP Audit Online
Designee Name: _____ Email: _____

Registered AP Audit Online
Designee Name: _____ Email: _____

AP Coordinator's Name: _____ Email: _____

I certify that the courses and teachers identified on the "2017-2018" List of Advanced Placement Courses," which I have reviewed, are an accurate listing of all on-site AP courses my school site intends to offer in the 2017- 2018 school year, and these courses should be officially submitted as part of my school's UC 'a-g' course list for 2017-2018.

I agree to notify R. Michael Harris of any changes in on-site AP course offerings at my site during 2017-18 via email @ rharris@sandi.net.

Principal's Name: _____ Email: _____

Principal's Signature: _____ Date: _____

Please submit the 2017-18 List of Advanced Placement Courses and 2017-18 Principal's Certification Form no later than **Friday, June 2, 2017** to:

R. Michael Harris, Office of Secondary Schools
Eugene Brucker Education Center, Room 2005

San Diego Unified School District
Office of Secondary Schools

ADVANCED PLACEMENT BASIC TEXTBOOK ORDER FORM
2017-2018

School:	Cost Center:
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The Office of Leadership & Learning and the Instructional Materials Office are making plans for the purchase of basic textbooks for AP courses. Please list new AP courses with the number of sections, and existing AP courses for which additional sections will be added. Do not list replacement needs. **The Instructional Materials Office has *limited* funds to provide textbooks and materials for new course offerings or additional sections only.**

Title of New Courses For 2017-2018	Number of Sections		Titles of Existing Courses for Which New Sections Will be Added	Number of Sections in 2016-2017	New Sections for 2017-2018

Please do not list materials for site-adopted courses or materials not District adopted. They do not qualify and must be ordered by the site.

The approved textbook selections are listed on the *Current District Wide Adopted Titles for Grades 9-12* located on the Instructional Resources and Materials Department website, under Instructional Materials Office, Forms & References, Collection of K-12 Adopted Materials. Please indicate in the appropriate spaces the number of student textbooks at the site and the number of *additional* student textbooks and *additional* teacher materials needed for new or additional sections only.

Course Number	Textbook Title(s)	Quantity of student texts on hand	Additional student texts needed for 2017-2018	Number of additional teachers for 2017-2018

INSTRUCTIONS: This form must be returned to R. Michael Harris, Office of Secondary Schools, Eugene Brucker Education Center, Room 2005, for approval **no later than Friday, June 2, 2017** to ensure availability of instructional materials for the start of the new school year. The Instructional Materials Office will order for sites, once approved by the Office of Leadership & Learning. All orders will be reconciled against actual enrollments and teacher counts in the fall.

Library Staff: Please remember to request your student instructional materials through the Destiny Textbook Manager.

Person to be contacted regarding above information:	Phone:
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Library Staff Signature:

Principal's Signature: