Instructions for OTG Transcript & Waiver Requests

Assessment Credit Recovery

Students who meet standard on the following assessments will be allowed to retrieve credit in the following ways. For the classes of 2020 and beyond, students who meet or exceed standard on these assessments may be awarded credit in the courses as follows:

Assessment	Course to Recover	Amount of Credit	Eligible Courses for Assessment Credit Recovery	
			Course Code	Course Description
ELA Assessment/ELA Graduation Pathway option: *Graduation Cut Score* ***ACT w/ Writing*** Cut Score: 14 or higher ***ASVAB*** Cut Score: 31 or higher ***AP exam*** Cut Score: 3 or higher ***Cambridge*** Cut Score: E or higher ***ELA or CTE Pathway***: MET ***IB*** Cut Score: 4 or higher ***SAT*** Cut Score: 410 or higher ***SBA*** Cut Score: 2548 or higher ***WA-AIM*** Cut Score: 104	English 1 or 2 or English 1 or 2 Support	Up to 1.0	ENG011/012 ENG013/014 ENG015/016 ENG017/018 ENG021/022 ENG023/024 ENG031/032 ENG033/034 ENG041/042 ENG043/044 ENG051/052 ENG053/054 ENG055/056 ENG057/058 ENG061/062 ENG063/064 ENG065/066 ENG067/068 ENG071/072 ENG073/074 ENG075/076 ENG077/078 ENG101/102 ENG103/104 ENG201/202 ENG203/204 ENG365/366 ***Inactive Codes:*** *ENG037/038* *ENG081/082* *ENG083/084* *ENG085/086* *ENG087/088* *ENG251/252*	English Acquisition Transitional English Composition & Literature Adv Composition Literature Adaptive Reading Functional Reading Modified Reading I Modified Reading II Adaptive Written Language Functional Written Language Modified Written Language I-Gr 9 Modified Written Language II-Gr 10 Modified Written Language III-Gr 11 Modified Written Language IV-Gr 12 Functional English 1 for grade 9 Functional English II for grade 10 Functional English III for grade 11 Functional English IV for grade 12 Modified English I Modified English II Modified English III Modified English IV English 1 Pre-AP English 1 English 2 Pre-AP English 2 CTE and English 2 Seminar ***Inactive Courses:*** *Modified Reading IV* *Achieve ELA 1* *Achieve ELA 2* *Achieve ELA 3* *Achieve ELA 4* *English 2 Honors*

Assessment	Course to Recover	Amount of Credit	Eligible Courses for Assessment Credit Recovery	
			Course Code	**Course Description**
ELA Assessment /ELA Graduation Pathway option: *College and Career Readiness Benchmark Score which will cover English 3 and 4, but they also cover all courses listed on the previous page.* *ACT w/ Writing* Benchmark Score: 20 or higher *AP exam* Cut Score: 3 or higher *Cambridge* Cut Score: E or higher *IB* Cut Score: 4 or higher *SAT* Benchmark Score: 480 or higher *SBA* Benchmark Score: 2577 or higher (L3 or higher)	English 1, 2, 3, or 4 or English Support	Up to 1.0	ENG301/302 ENG367/368 ENG391/392 ENG401/402 ENG461/462 ENG463/464 ENG477/478 ENG491/492 ENG543/544 ENG545/546 ENG557/558 ENG561/562 ENG581/582 ENG583/584 CTE453/454 *Inactive Codes:* *ENG463/464* *ENG465/466* *ENG467/468* *ENG473/474* *ENG477/478*	English 3 CTE and English 3 Seminar AP English Lang & Composition English 4 ENGL&101 English Composition 1 ENGL131 Composition: Exposition UW English Composition: Literary AP English Lit & Comp AP Research English 3 AP Research English 4 C LIT240 Writing in Comp Lit ENGL111 Composition: Lit ENG&101 AP English Language ENG&111 AP English Literature Foundations of Manufacturing-English 3 *Inactive Courses:* *UW English Composition A General* *UW English Composition Humanities* *UW English Composition B Technical* *UW English Composition: General* *UW English Comp: Literary*
Math Assessment Options or Math Graduation Pathway Options – *Graduation Cut Score* *ACT* Cut Score: 16 or higher *ASVAB* Cut Score: 31 or higher *AP exam* Cut Score: 3 or higher *Cambridge* Cut Score: E or higher *IB* Cut Score: 4 or higher *Math or CTE Pathway:* MET *SAT* Cut Score: 430 or higher *SBA* Cut Score: 2595 or higher *WA-AIM* Cut Score: 103 or higher	Algebraic Concepts, Geometry in Application, Modeling Our World with Mathematics, Intensified Algebra 1, Math Support or Special Education Math	Up to 1.0	MTH021/022 MTH023/024 MTH071/072 MTH073/074 MTH113/114 MTH117/118 MTH123/124 MTH217/218 MTH371/372 *Inactive Codes:* *MTH035/036* *MTH037/038* *MTH039/040* *MTH101/102* *MTH201/202* *MTH221/222*	Adaptive Mathematics Functional Mathematics Modified Algebraic Concepts: HSMTHYr1 Modified Geometry in Application Intensified Algebra 1 Algebraic Concepts: HS Math Year 1 Algebra Support Geometry in Application: HS Math Year 2 Modeling Our World with Math *Inactive Courses:* *Modified Algebra and Algebraic A* *Modified Algebra and Algebraic B* *Achieve Algebra 1* *Algebra 1* *Geometry* *Geometry Support*
Science Assessment Option (level 3 or higher): *WCAS* Cut Score: 700 or higher	Coordinated Science, Biology, Biology and the Environment, AP Environmental Science, Chemistry in the Earth System, Physics in the Universe, and any Special Education Science course	Up to 1.0	SCI121/122 SCI155/156 SCI331/332 SCI411/412 SCI491/492 SCI593/594 *Inactive Codes:* *SCI301/302* *SCI401/402*	Biology and the Environment Coordinated Science Chemistry in the Earth System Physics in the Universe AP Physics 1 AP Environmental Science *Inactive Courses:* *Chemistry* *Physics by Design*

Competency-Based Credit (CBC)

Competency credit may be awarded for a course when the student successfully completes the next higher-level course, with a C (or S) or better, in a sequence that includes a natural progression of the state learning standards from the previous course.

Students may recover up to 1.0 credit in a content area and up to 1.5 for PE credit if the student meets standard on another approved state alternative that meets the graduation requirement. Additionally, a student may obtain up to 1.0 credit for passing a district created assessment that is aligned to state learning standards. Students do not need to have tried and failed a course before being eligible for CBC.

Sample Competency-Based Credit Mapping*:
The following chart is not an exhaustive list of courses eligible for CBC.

Missing/Failed/Incomplete Course	Courses that show competency (With a grade of "C" or better)
English	
English 1, Support and SpEd Courses	2nd semester of failed course, English 2, 3, 4 or equivalent
English 2, Support and SpEd Courses	2nd semester of failed course, English 3, 4, or equivalent
English 3, Support and SpEd Courses	2nd semester of failed course, English 4 or equivalent
Math	
Algebra 1, Support and SpEd Courses	2nd semester of failed course (C/S or better), Algebra 2, Bridge to College Math, Pre-Calculus
Geometry, Support and SpEd Courses	2nd semester of failed course (C/S or better), Modeling our World with Mathematics, Pre-Calculus
Algebra 2, Support and SpEd Courses	2nd semester of failed course (C/S or better), Bridge to College Math, Pre-Calculus
Science	
Coordinated Science and SpEd Courses	2nd semester of failed course (C/S or better), Physics, AP Physics, CBC for completion of CR packets upon CCR approval
Biology, AP Environmental Science and SpEd Courses	2nd semester of failed course (C/S or better), AP Environmental Science, AP Biology
Chemistry-1st Semester	2nd semester of failed course (C/S or better), AP Chemistry
Physics in the Universe, AP Physics	2nd semester of failed course (C/S or better), AP Physics
Social Studies	
World History, Geography	2nd semester of failed course (C/S or better), AP World History, AP Human Geography
US History	2nd semester of failed course (C/S or better), AP US History, Civics, Ethnic Studies, AP US Government & Politics
Civics	Ethnic Studies, AP US Government & Politics
WA State History	Completion of WSH for MET Module* *Must have prior approval from CCR for CBC credit.
Miscellaneous	
Art	Next level of art class
PE	PE Competency Packet* *Must request permission from principal.
World Language	Next level of same language, WLA Assessments

Following are the content specific instructional areas in which Mastery-Based Credit applies to:

District Policy and Procedure	Instructional Content Area
2401, 2401P	**English Language Arts** Mastery-Based Credit
2402, 2402P	**Mathematics** Mastery-Based Credit
2403, 2403P	**Science** Mastery-Based Credit
2404, 2404P	**Social Studies** Mastery-Based Credit
2405, 2405P	The **Arts** Mastery-Based Credit
2406, 2406P	**Health and Fitness** Mastery-Based Credit
2409, 2409P	**Granting Equivalency Credit**
2410, 2410P	**High School Graduation Requirements Policy and Procedure**
2415, 2415P	**World Language** Mastery-Based Credit

Important Resources regarding ACR/CBC:

WA State Board of Education Graduation Pathway Options *(graduation cut scores):* [*https://www.sbe.wa.gov/our-work/graduation-pathway-options*](https://www.sbe.wa.gov/our-work/graduation-pathway-options)

OSPI Scale Scores State Assessment *webpage:* [*https://www.k12.wa.us/student-success/testing/state-testing/scores-and-reports/scale-scores-state-assessments*](https://www.k12.wa.us/student-success/testing/state-testing/scores-and-reports/scale-scores-state-assessments)

Credit Recovery

Students have a number of credit recovery options to retrieve credit for a failed course that can take place in and out of the school day through on-site classes, Canvas, FuelEd, Credit Recovery Packets*, and/or Summer Academy. Grades for successful completion of credit recovery packets will be added to the student's transcript by the building registrar.

Self-paced options can be found in DocuShare:
https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-18896

Process for Requesting Assessment Credit Recovery (ACR) or Competency Based Credit (CBC)
Questions? Contact Jaci Barbano jbarbano@everettsd.org or x4065

1. Building Success Coordinator will enter the student data into the Office 365 shared OTG Transcript and Waiver Requests spreadsheet assigned by school.
2. Every Wednesday, principals will review to approve or deny any pending requests.
3. Every Friday, Jeanne will review all requests approved by the building principal.
4. Requests that have been approved by both the principal and Jeanne will be added to the student's transcript by Jaci Barbano. ACR/CBC Approval Form will be emailed to school registrar, counselor and success coordinator upon completion. Form to be filed in student's CUM.

Important Tips:
- Quick ACR/CBC reference sheet: [Credit Recovery & CBC Options](#) (available in Docushare)
- College in the High School courses can be recovered.
- Verify student has not already recovered the failed course before requesting ACR/CBC.
- ACR requests must use finalized assessment scores. Preliminary scores can only be used for seniors relying on them to graduate.
- Do not hesitate to contact Jaci Barbano if you are unsure a failed course would be eligible for assessment credit recovery. jbarbano@everettsd.org or x4065
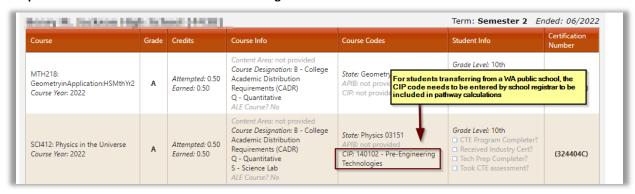
CTE Graduation Pathway

To graduate with a CTE graduation pathway, starting with the class of 2020, students must complete a 2.0-credit sequence of CTE courses within the same CTE program area. The CTE program should align with the student's High School and Beyond Plan.

State approved CTE Pathways are automatically calculated in eSchool based on a course's CIP code. Everett Public Schools CTE and Science courses have CIP codes assigned in eSchoolPlus that enable pathway calculations to happen each night. Locally approved CTE Pathways are not included in the automated pathway calculations and will need to be included in a manual review by CCR Department.

CTE Pathways and **students transferring** from:

- **Out of district (within WA state)**: Students transferring from a WA state public school should also have CIP codes listed for CTE pathway eligible courses, which can be found when pulling a Student Records Exchange information from CEDARS. *If the course was taken within WA state and does not have a CIP code, it cannot be included in CTE pathway considerations*.
- **Private schools**: Student transferring from private schools will need to have their courses manually reviewed for CTE pathway eligibility.
- **Out of state**: Students transferring from outside of WA state will need to have their courses manually reviewed for CTE pathway eligibility.
- **Out of country**: After a foreign transcript review, courses will need to be reviewed for CTE pathway eligibility.

Sample screenshot from Student Records Exchange in CEDARS:

Process for Requesting CTE Pathway Approval
Questions? Contact Jaci Barbano jbarbano@everettsd.org or x4065

1. Success Coordinator will enter the CTE Pathway request into the Office 365 shared OTG Transcript and Waiver Requests spreadsheet assigned by school.
2. Every Wednesday, principals will review the requests to approve or deny any pending requests.
3. Every Friday, Jeanne will review all requests approved by the building principal.
4. Requests that have been approved by both the principal and Jeanne will marked as MET in the student information system.

Items to consider BEFORE submitting a CTE Pathway Approval Request:
- If the student is a transfer from a WA public school, did you check CEDARS Student Record Exchange to make sure the WA course has a CIP code?
- Did you run the CTE Pathway Breakdown Report in Cognos to check the pathway status?
- Did you verify the course is in alignment with the State or Local CTE Approved Pathway?
- The CTE pathway must match the student's high school and beyond plan post-secondary goals.
- Up to 0.5 credit of any CTE Pathway can be Career Choices OR College and Career Readiness (CIP CODE #320107).

CTE Pathway Course List in Docushare:
https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-130561/CTE%20State%20and%20Local%20Pathways%2020240809.pdf

Cognos Reports for Graduation Pathway Review
- **CTE Breakdown Report**: Individual student CTE path review
  Cognos > Team Content > On Time Graduation > Success Coordinators

- **Graduation Pathways**: School graduation pathway review, includes ELA/Math/CTE/ASVAB information
  Cognos > Team Content > Report Card/Transcript