

# TCA CP Verification Process for Home School Courses

## College Pathways: Credit Verification Policy and Guidance

College Pathways is identified by Academy District 20 (ASD20) and The Colorado Department of Education as a unique school and issues diplomas, as well as Certificates of Participation for home school students managing their own transcripts. To comply with district requirements, College Pathways' students who wish to earn a high school diploma must meet minimum graduation requirements set by ASD20.

### **Students Seeking a Diploma from College Pathways**

Students desiring a diploma from College Pathways must decide this path toward a diploma no later than the end of their 10<sup>th</sup> grade year and complete less than 50% of the classes for graduation via home school or non-accredited school; no more than 24 of the 50 credits required for graduation. Course verification requests must be submitted for verification of credit toward their diploma. Students seeking a Diploma from CP will need to be full-time status as defined in the CP Student Handbook.

***Students not submitting course verifications by the defined time frames will not be permitted to obtain a diploma with CP and will instead graduate from CP with a Certificate of Participation.***

### **Students Seeking a Transcript from College Pathways**

We recognize that some students wish to remain part-time. Those part-time students may still receive a transcript listing all coursework completed at College Pathways. Additionally, PPSC will also provide college transcripts to students for all completed college courses. Students seeking a transcript from College Pathways do not need to complete course verification for home schooled courses.

## **Guidance for Obtaining Course Verification Credit for Home Schooled Courses**

To receive credit toward College Pathways graduation requirements for courses taught at home or at a non-accredited school, courses must be academically rigorous and aligned with an approved curriculum containing measurable elements.

As a general rule, College Pathways does not award credit for elective courses taught at home. College Pathways does not grant credit for activities that do not meet Colorado Education Standards.

- Examples of subjects that *have been approved* include English, Math, History, Geography, World Languages, Biology, Chemistry, Spanish, Civics, Health & Wellness, Personal Finance, etc.
- Examples of activities that *have not been approved* include Martial Arts, Swim Team, Music or Art Lessons, Music Performance, Drama Performance, Interscholastic Sports, Speech and Debate clubs, etc.

Parents seeking credit for courses must complete a [Home School Credit Pre-Approval Request](#) form prior to the start of the course to ensure the planned course will meet requirements.

Once a course is complete, submit a [Credit Verification Form](#) along with a grade report and work samples from the course. This information will be used to add credit to the CP transcript. Forms are available outside the CP College Advising Offices.

Please contact Pam Steiner, CP Director of Assessments, ([psteiner@asd20.org](mailto:psteiner@asd20.org)) for more information.

# FAQ for CP Diploma and Home School Credits:

## 1. Where can I find the Colorado Education Standards?

<http://www.cde.state.co.us/standardsandinstruction/standards>

## 2. Is there a list of College Pathways approved curriculum?

Curriculum resources and Colorado Department of Education standards are continuously being revised. A curriculum source approved in 2010 may not meet CDE standards for approval in the current year. Course outcomes must align with CDE standards. If you have questions about a resource, please feel free to discuss your questions with the Director of Assessments for College Pathways prior to submitting the pre-approval request form.

## 3. Am I required to submit a home school pre-approval request form?

Yes. The Home School Credit Pre-Approval Request ensures completed course work will yield actual course credit. This form also provides an opportunity for additional discussion upfront, avoiding any unnecessary confusion down the road.

## 4. My student has been attending a homeschool enrichment program. Can we provide a grade report for these classes to have them added to the CP transcript?

If a student has courses from an accredited school, we can add the courses and grades to the CP transcript. If the program is not accredited, like many enrichment programs, then you will need to work with the Director of Assessments to credit verify the courses by completing the Credit Verification Form and providing a grade report and work samples.

## 5. What kind of documentation must I submit to receive credit?

You will need to submit a completed Home School Credit Verification Request. This form is available from the Director of Assessments when the course is near completion. When submitting the form you will want to include a copy of the final exam for each semester. The final should show questions and the student's responses. If the course does not have a comprehensive final then provide copies of unit tests/quizzes, projects, papers, etc. In order to receive lab based science credit (4 credits are needed for graduation) you will need to provide 2-3 samples of lab work; such as, a lab notebook, lab write-ups, etc. You should coordinate with the Director of Assessments to determine the specific documents and number of each that will be required.

## 6. How many hours should a typical student spend on a course?

Students should plan on approximately 85 hours of work per semester credit. This means that if you are taking a course and the time to complete the course is significantly less than the target of 85 hours, you may need to look at supplementing the curriculum with additional material, projects, reports, or activities, etc. Please coordinate with the Director of Assessments if supplementation to curriculum is needed.

## 7. When should I have my course completed?

We ask that you enter a realistic course completion date on your Home School Credit Pre-Approval Request. As a general rule, two-semester credit courses are expected to be completed within 18 months. One-semester courses should be completed within 12 months.

## 8. What grade shows on the CP transcript for my home school course?

As of August 2018, home school courses will show on the transcript with a P (pass) grade and there will not be an impact to the CP GPA.

## 9. As a senior, what is the deadline for course verification to graduate with a CP Diploma?

We ask that you complete Home School Credit Pre-Approval Request for all homeschool courses, especially the ones you are taking your senior year. Courses should be complete and the Home School Credit Verification Requests and work samples submitted to the Director of Assessments before May 1 in the year you are graduating. Please do not wait on course credit verifications; submit as soon as you have a course completed.

**10. I am homeschooling some of my Junior High courses, do I need to follow this process for home school credits?**

We appreciate communication regarding core courses that Junior High students are homeschooling. However, it is not necessary to complete the [Home School Credit Pre-Approval Request](#) or the [Home School Credit Verification Request](#). If you are home schooling Algebra1, Geometry, or higher math, please contact the TCA registrar to give them the course information.

**11. My student completed a high school level course in 8th grade. Can this be added to their CP High School Transcript?**

High school level courses completed after a student starts 9<sup>th</sup> Grade CP classes may be added to the CP High School transcript to count towards graduation credits. Any courses completed prior to the first day of 9<sup>th</sup> grade class cannot be added to the CP transcript for high school credit. The TCA Registrar will need to know of any high school level math classes completed prior to 9<sup>th</sup> grade (Algebra 1, Geometry, etc.). Please contact them with this information

Post to TCA Website: Registration and Course Information replace Home School Credit Verification save as Verification Process for Home School Courses, save as last bullet