

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 27, 2015

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

Subject: UPDATE AUTHORIZATION OF ADVANCED PLACEMENT COURSE LIST FOR 2015-2016

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, 2 and 3) to Valerie Jurado, High School Resources (Eugene Brucker Education Center, Room 2005) **no later than June 5, 2015.**

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. 2015-2016 List of Advanced Placement Courses
2. 2015-2016 Principal Certification Form
3. 2015-2016 AP/IB Textbook Request 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 2015-2016. To ensure accurate compliance with this process, a principal or his/her designee must complete the steps listed below online at <http://www.collegeboard.com/html/apcourseaudit> during August. These steps must be completed no later than August 31, 2015.

- Renew authorization for AP teachers continuing in 2015-2016;
- 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 changed schools transfer their 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 2015-2016 by submitting online a course syllabus and an approved AP Course Audit form.

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. **Failure to meet the August 31st deadline could result in failure to obtain UC 'a-g' approval for the course.**

To aid in this process, all district high schools offering AP courses are asked to complete and return the enclosed AP Course List, Certification Form, and AP/IB Textbook Request Form(Attachments 1, 2 and 3) **no later than June 5, 2015**. Completed forms should be returned via school mail to Valerie Jurado, High School Resources, Eugene Brucker Education Center, Room 2005.

For additional information, please contact Valerie Jurado at (619) 725-7308, or vjurado@sandi.net

APPROVED:



Jim Solo
Executive Director
Leadership and Learning

Attachments (3)

Distribution: Lists A, B, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
High School Resources Office

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

2015-2016 List of Authorized Advanced Placement Courses

Please list **all courses and teachers that are authorized** to be offered at your site for 2015-2016:

AP Course Title	# of SECTIONS 2015-2016	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 & Politics: U.S.					
Human Geography					
Italian Language and Culture					
Japanese Language and Culture					
Latin					
Music Theory					
Physics 1					
Physics 2					
Psychology					
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/> and initial each teacher's name to verify his/her authorization.

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2015-2016 Principal Certification Form

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

**Authorized Advanced Placement Course List Certification
2015-2016**

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 "2015-2016" 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 2015-2016 school year, and these courses should be officially submitted as part of my school's UC 'a-g' course list for 2015-2016.

I agree to notify Valerie Jurado of any changes in on-site and/or online/distance learning AP course offerings at my site during 2015-2016.

Principal's Signature: _____ Date: _____

**Please submit Authorized AP Course List and Principal's Certification no later than
June 5, 2015 to:**

**Valerie Jurado, High School Resources Office
Eugene Brucker Education Center, Room 2005**

San Diego Unified School District
Instructional Support Services Division – Office of Advanced Studies

ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE BASIC TEXTBOOKS ORDER FORM
2015-2016

School:			Cost Center:		
<p>The Office of Advanced Studies and the Instructional Materials Office are making plans for the purchase of basic textbooks for AP/IB courses. Please list new AP/IB courses with the number of sections, and existing AP/IB courses for which additional sections will be added. Do not list replacement needs. The Instructional Materials Office has <i>limited</i> funds to provide textbooks and materials for new course offerings or additional sections only.</p>					
Title of New Courses For 2015-2016	Number of Sections		Titles of Existing Courses for Which New Sections Will be Added	Number of Sections in 2014-2015	New Sections for 2015-2016
<p>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.</p> <p>The approved textbook selections are listed on the <i>Current District Wide Adopted Titles for Grades 9-12</i> 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 <i>additional</i> student textbooks and <i>additional</i> teacher materials needed for new or additional sections only.</p>					
Course Number	Textbook Title(s)	Quantity of student texts on hand	Additional student texts needed for 2015-16	Number of additional teachers for 2015-16	
<p>INSTRUCTIONS: This form must be returned to Valerie Jurado, Office of Advanced Studies, Brucker Education Center, Room 2005, Fax: 619-725-7386, for approval no later than June 5, 2015 to ensure availability of instructional for the start of the new school year. The Instructional Materials Office will order for sites, once approved by the Advanced Studies office. All orders will be reconciled against actual enrollments and teacher counts in the fall.</p> <p>Library Staff: Please remember to request your student instructional materials through the Destiny Textbook Manager.</p>					
Person to be contacted About above information:			Phone:		
Library Staff Signature:					
Principal's Signature:					