

CREDIT RECOVERY OR CREDIT FOR PROMOTION

1. If your school has a student in OdysseyWare credit recovery or credit for promotion, we need to know if the student has completed the course and what grade the student received. **Your school will be responsible for entering credit recovery/credit for promotion final grades into the AS-400** using the JC-045 Grade/Attendance Change Form.

We need to be VERY CLEAR about how this relates to credit recovery....You will NOT be "changing" an existing grade related to credit recovery--you will be ADDING a new academic history record.

In using the JC-045 form, there should not be any "old" grades--only "new" grades, and the "Reason for change" explanation should state to add these new grades for the credit recovery or credit for promotion.

The form needs **all** info--student #, name, school year, Date, Course Name, Course number. Somewhere on the form, they need to give the Date the course was completed.

For Credit for promotion, DEOs would enter this NEW grade information directly into Academic History on panel S520.

IF any course was taken as part of the forgiveness policy (student trying to better an F or D grade), then the DEO needs to be given enough information to X and I (excluded the old grade and include the new one) the appropriate courses (they need the year and course # of the original course being "forgiven")....this should already be standard operating procedures. To be used as forgiveness, the new grade must be a C or higher.

A "Y" flag should be entered for all Credit Recovery or Promotion courses entered into Academic History (panel S520).

Please send a copy of the JC-045 to Deborah Barber. We will be responsible for removing the student from the active OdysseyWare rosters. If a student has withdrawn from a class, let Deborah know via email and we will deactivate the student record.

2. If the student is taking an OdysseyWare course as one of the required 7 school periods and has not completed the course by the last day of school, a grade of F should be entered into the AS400. When/if the student completes the required work, the grade can be changed. If the student is taking a class in addition to the 7 periods at school and has not finished the course, do nothing until the student completes the course. There is no time limit to complete.

3. OdysseyWare may be used during the summer for grade/course promotion for grades 3-12. The school should complete JC-515 and send to Deborah Barber. **Indicate that this request is for the summer session.** Please complete all blanks on the Form including the teacher to be assigned. Indicate which semester the student is taking. A username and a user password will be assigned to the student and sent back to the guidance staff. Since there is no summer school, the student will have to do the work at home. The student must come back to the school to take the scheduled exams. Someone at the school will have to be present to verify that the student is the correct person taking the exam. Since schools with grades 3-5 have not previously used this program, I will have to inservice the person/people who will be working with the students.

Call ext 211 (Frank) or 231 (Deborah) if you have any questions.