

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 1, 2020

To: School Principals offering Advanced Placement Courses and Area Superintendents

Subject: AP AUDIT AUTHORIZATION OF ADVANCED PLACEMENT COURSES FOR 2020-2021

Department and/or Persons Concerned: School Principals and Vice Principals, School Counselors, and Advanced Placement (AP) Coordinators and Teachers

Due Date: Monday, June 8, 2020

Action Requested: Review, complete, and return 2020-2021 List of Advanced Placement Courses, Principal Certification Form, and AP Textbook Order Form.

Attachments:

1. 2020-2021 List of Advanced Placement Courses
2. 2020-2021 Principal Certification Form
3. -2020-2021 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 2019-2020 school year.

Action:

All district school sites offering AP courses are asked to complete:

- 2020-2021 List of Advanced Placement Courses,
- 2020-2021 Principal Certification Form, and
- 2020-2021 AP Textbook Order Form (Attachments 1, 2, and 3)

Return forms to Rachel Amato by Monday, June 8, 2020 using one of the following methods:

- a) [Complete the google form version of these attachments](https://forms.gle/8f1Cet7WcuJRWdDg6)
<https://forms.gle/8f1Cet7WcuJRWdDg6>
- b) Print, complete, scan, email to ramato@sandi.net

Principal's Responsibility

Principals are responsible for making sure that all 2020-2021 AP courses at their site receive AP Course Audit authorization. As part of the audit process, the principal ensures that all of the following occurs:

1. The principal and one or more designees can access and are listed as administrators of their school site AP Course Audit account (established through their College Board Professional Account – ap.collegeboard.org .) Principal will also need to request an “AP Audit Access Code” by calling 877-274-3570 where they will confirm your identity then provide the access code by phone or email within a few days.
2. All AP teachers who will be teaching a course in the 2020-2021 school year have established an AP Course Audit account via their College Board Professional Account.
3. The principal or designees actively monitor the progress of course authorizations to ensure all 2020-2021 courses are authorized by **the start of school in August 2020.**
4. Online Edgenuity AP courses that students at your school are taking through dual enrollment in iHigh Virtual Academy should **NOT** be added to your school's AP Course Audit ledger. These courses receive authorization through iHigh Virtual Academy's AP Course Audit ledger.

Teacher's Responsibility

Teachers who will be teaching an AP course for the first time in 2020-2021 obtain authorization by electronically submitting their AP Course Audit form.

Steps for New Teachers/Courses:

1. Complete & submit AP Course Audit form online using this [step-by-step guide](https://apcentral.collegeboard.org/pdf/ap-course-audit-user-guide.pdf): <https://apcentral.collegeboard.org/pdf/ap-course-audit-user-guide.pdf>
2. Submit the unit guides or a course syllabus by uploading it to the AP Course Audit site in the form of a PDF or Word document. (See your [specific course page](#) for help creating a syllabus: <https://apcentral.collegeboard.org/courses/ap-course-audit/explore-by-course>)
 - Do you want to adopt an approved course plan or syllabus? One of the sample syllabi or the AP unit guides can be submitted for course authorization. Choose Adopt Sample Syllabus or Unit Guides. AP Computer Science Principles teachers also have the option to adopt one of the endorsed provider syllabi.
 - Are you submitting an original syllabus? Choose Submit New or Revised Syllabus.
 - Are you using a colleague's already authorized syllabus? Choose Claim Identical. You'll need to get the syllabus ID number from your colleague or administrator and also submit an exact copy of the authorized syllabus.
3. A school administrator must approve and finalize this form before AP can review your course.

Steps for an already authorized AP course:

- Have you changed schools? You can transfer your syllabus to your new school if you'll be teaching the same course. You'll first need to fill out a new AP Course Audit form, and your administrator will have to approve it. Then, sign in to your AP Course Audit account and choose Transfer Approved to enact the syllabus transfer to your new school.
- As before, if a subject has significant course and/or exam changes, teachers will need to submit a new Course Audit form and confirm awareness of the changes by submitting a pre-approved course plan or syllabus or updating their original syllabus.
- Nothing's changed? You don't need to do anything, but your administrator must renew your course every year.

Important Dates and Deadlines:

- **Monday, June 8, 2020-** Deadline to submit:
 - 2020-2021 List of Advanced Placement Courses,
 - 2020-2021 Principal Certification Form, and
 - 2020-2021 AP Textbook Order Form (Attachments 1, 2, and 3)
- **Monday, August 31, 2020** – Principal's deadline to approve all teachers in AP Audit

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

For additional information or assistance, please contact Rachel Amato, Advanced Studies Resource Teacher, at (619) 725-7308, or ramato@sandi.net.

APPROVED:

Sofia Freire, Ed.D.
Chief, Leadership and Learning