

Certificate of Completion Reporting on the Course Completion (DOE-CC)

Background

Beginning the 2018-2019 school year, schools have the option to report those students with an IEP enrolled in courses earning Applied Units. Schools may also report those students with an IEP working towards the Certificate of Completion.

In the 2019-2020 school year, schools will be **required** to report students with an IEP who are enrolled in courses earning Applied Units and those students with an IEP working towards the Certificate of Completion.

Who should be reported?

Students with an IEP receive applied units when the curriculum is being modified using Content Connectors. Courses can be from the approved course list or from those courses which have been modified at the local level.



The majority of students with disabilities are capable of earning a high school diploma if given appropriate instruction, supports, and services.

How to Report:

There are two fields within the report where students with an IEP earning applied units and working towards the Certificate of Completion will be reported within the Course Completion (DOE-CC) data submissions.

These fields are Field 8 (High School Credits or Applied Units Earned) and Field 9 (Applied Units).

Field 8: High School Credits or Applied Units Earned

The requirements for this field are to input how many high school credits **OR** applied units the student earned for each high school course during the reporting period.

Students who failed, did not complete, or were not awarded credit or applied unit should be reported with 0 credit or applied unit.

Definition of Applied Unit: “*applied* course(s) which are tied to the IDOE course(s) via alternate achievement standards or ‘content connectors’”. The *applied* course complies with the approved course description. Also, general education course descriptions that do not have a corresponding applied course defined can be modified for the student with an IEP, and then the course would be reported as an applied unit. The approved course descriptions are available on the IDOE [website](#).

CC 1 Schl	2 Class ID	3 STN	4 Course Completion	5 Course Grade	6 Dual Credit	7 Post Secondary	8 Applied or HS Credits	9 Applied Units	Student Name (Optional)

From the Excel Workbook provided to schools.

HS Credits or Applied Units
How many credits/units did the student earn for this high school course?

Only Whole Numbers are allowed:
0 = No Credit or Applied Units
1-8 for the Number of Credits/Units Earned
9 = Not Applicable (Elementary or Middle School Course)

Student Enrollment

Students with an IEP who are enrolled in General Education classes but accessing alternative achievement standards or ‘content connectors’ should be inputted as applied units.

Field 9: Applied Units

The requirements for this field are to record whether or not a student received or attempted to receive high school transcribed applied units as a result of taking the course.

Here are scenarios to help guide the process:

Scenario #1:

A student with an IEP is working toward a Certificate of Completion (COC) and taking Applied Courses toward the COC Course Study.

Reporting Result: Report a **Y** for the student in field 9, Applied Unit.

Scenario #2:

A student with an IEP is taking a general education course that does not have a corresponding 'applied' course, but the course has been modified for the student. Can the student earn an applied unit?

- a. The student can earn an applied unit if the student is working toward the alternate standards (content connectors) in each of the classes and goals should be written based on their present level of performance and reflect moving toward those alternative standards (e.g. where will the student be performing a year from now).
- b. A licensed Special Education teacher is qualified to teach the Applied Courses as the result of DOE mapping of subject codes to the teacher license.
- c. Courses taken for an applied unit cannot be used toward diploma requirements

Reporting Result: Report a **Y** for the student in field 9, Applied Unit

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Applied Units Recd or Attempted?
Valid Values are: A, Y, N

A = Not Applicable (elem or middle schl course, or opting out of reporting for this schl yr)
Y = Yes, student attempted and/or rec'd high schl transcribed applied units
N=No, not attempted
RED: If Credits = 9, Units must be A

From the Excel Workbook provided to schools.

For more information please visit the [IDOE Data Reporting Learning Connection Community](#).