

MEMORANDUM

To: School Principals, Directors of Special Education, School Counselors, and Data Reporting Specialists

From: Amanda McCammon, Director, PK-16
Dr. Pamela Wright, Director, Office of Special Education
Michelle Tubbs, Assistant Director, Data Collections

Date: December 12, 2017

Re: State Approved Courses for 2018-19;
State Approved Applied Courses for the Certificate of Completion

State Approved Courses for 2018-19

To assure that Indiana provides students with the most current course offerings to best prepare them for post-high school options, the Department of Education annually updates and distributes the course titles and descriptions for the subsequent school year. Changes for 2018-19 were presented and approved at the December 2017th State Board of Education meeting. The 2018-19 state approved courses can be found [here](#).

2018-19 updates include:

- Integration of the Certificate of Completion *Applied* courses (see additional information below)
- Social Studies – added “must be offered at least once per school year” to Ethnic Studies and Indiana Studies
- Engineering – changed “required” to “recommended” prerequisite for Engineering Pathway sequence of courses to allow for more local flexibility
- All other changes were cosmetic in nature

State Approved Applied Courses for the Certificate of CompletionBackground:

The new Certificate of Completion Course of Study provides a framework for providing a free appropriate public education to students who have been taken off of a diploma path. It allows increased access to the general education curriculum and it also guides schools in developing appropriate applied classes based on alternate achievement standards.

The Dear Colleague letter on the provision of a Free Appropriate Public Education and the passage of the Every Student Succeeds Act (ESSA) at the federal level, emphasize the requirement for challenging academic content standards to apply to EACH AND EVERY public school student. Students who are not on diploma track still have the right to learn academic content.

Many students with disabilities who have had appropriate academic and vocational instruction and leave high school without a diploma are capable and willing to work; however the existing Certificate of Completion is not recognized as a meaningful document by the employment community. There is now an emphasis on employability skills and the development of a transition portfolio to better showcase what students will be able to do in postsecondary employment settings after obtaining a Certificate of Completion.

Guidance:

On December 6, 2017, the State Board of Education approved general and applied courses for the 2018-19 school year. The approved course descriptions can be found [here](#). During the student's annual case review in grade 8, the case conference committee shall discuss diploma types, course requirements and employment options and include on the student's individualized education program (IEP) the type of diploma the student will seek. If the student is placed on a non-diploma track and wishes to pursue a Certificate of Completion, new guidelines have been set, effective with students entering high school as 9th graders during the 2018-19 school year.

New Certificate of Completion (CoC) information and guidance can be found [here](#). This includes the CoC Course of Study, which aligns closely with the General Diploma requirements summary, as well as a presentation and Coffee Talk with an introduction and summary of these changes.

Students on CoC track will be scheduled into general education courses and will receive modifications based on their needs and as indicated in their IEP. If course standards are modified, the student would be taking the course for an applied unit. High School credit may be earned if the course is not modified in any way. Students on a CoC track could have all applied units or a combination of applied units and credits on their transcript.

Approximately 60 courses have been identified and thus have a corresponding course description and content connectors. These applied courses are available in the state approved course descriptions and can also be found separately [here](#). While students may take any general education course for an applied unit, the list of identified applied courses are those with corresponding modified descriptions and content connectors. Additional courses may be added next school year depending on needs identified in the field.

Courses with a corresponding applied course will appear as follows:

1002
Course description....

ENGLISH 9
(ENG 9)

1002A
Applied course description...

APPLIED ENGLISH 9

When documenting these courses on the transcript, the state course code and title should match that of the general education course. Although not required, it is *recommended* that the local course number and title include ‘Applied’ in the course title and an A following the state approved number. For state reporting purposes only the state approved four-digit code and appropriate state approved title can be reported. Those students taking the course(s) for an applied unit will be identified on the DOE-CC (Course Completion) collection (similar to how reporting is done for students earning dual credit). Additional details regarding state reporting and transcript documentation for applied courses will be made available on the [CoC webpage](#) in the near future.

Finally, it is important to note that students who receive a Certificate of Completion will not be counted as diploma recipients on the Graduate Report or for accountability purposes.

Resources:

[Certificate of Completion Resource Page](#)
[State Approved Course Titles & Descriptions](#)

Contacts:

Dr. Pam Wright, Director of Special Education, pwright@doe.in.gov
Amanda McCammon, Director of PK-16, amccammon@doe.in.gov
Nancy Zemaitis, Assistant Director of Special Education, nzemaitis@doe.in.gov
Michelle Tubbs, Assistant Director of Data Collections, mtubbs@doe.in.gov
Amanda Culhan, School Counseling Specialist, aculhan@doe.in.gov