

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
 Division of Instruction

TO: Local District Superintendents

DATE: January 15, 2016

FROM:  Dr. Frances Gipson, Chief Academic Officer

SUBJECT: SPRING SEMESTER A-G MONITORING PLAN

Given the current status of 54% on track to graduate, it is imperative that we maximize student opportunities to recover credits in order to graduate all LAUSD seniors. Current rates of 54% do not reflect all credit recovery efforts that took place during the winter break and courses taken outside of the comprehensive school. Additionally, we currently have students completing virtual and blended courses on a rolling basis. With personalized progress monitoring, we expect these numbers to continue to increase. With this in mind, the goal is always 100%.

The Districts' immediate priority is to optimize the success of the class of 2016. Monitoring must involve partnering closely with our data, instructional and school teams to make certain that all students are given every opportunity to graduate in June. Following are the critical steps that the Local Districts will ensure are implemented, with the support of the Central Offices.

Timeline	Action	Person/s Responsible	Due Date
Jan. 14 th	Division of Instruction articulated the Spring Semester A-G Monitoring plan with all Local District Superintendents and Administrators of Instruction	Division of Instruction	Jan. 14 th
Jan. 14 th – Jan. 15 th	Superintendents personalize the analysis of the data as organized by students in three tiers to align credit recovery menu options: <ul style="list-style-type: none"> • Tier 1 – off track by 1-2 courses • Tier 2 – off track by 3-4 courses • Tier 3 – off track by 5 or more courses 	LD Superintendent LD Directors AI's Counseling Coordinators Data Coordinators	Jan. 19 th
Jan. 15 th	MiSiS Job Aide and Screencast for Credit Recovery Intervention window available to sites.	Office of Data and Accountability MiSiS ITD	Jan. 15 th
Jan. 15 th	Division of Instruction provides resources to Superintendents to support implementation of: <ul style="list-style-type: none"> • MiSiS Intervention Screen Job Aid • Students not on track for graduation letter template (translated in requested languages). • Request form for additional resources to address additional counseling/clerical support provided 	Division of Instruction	Jan. 15 th
Jan. 19 th – Feb. 5 th	Local District Superintendents will ensure that all high school fall and spring credit recovery participation and completion data is entered into the new MiSiS intervention screen. Support will be provided by the Division of Instruction and ITD.	Division of Instruction Superintendent HS Principals	Feb. 5 th

Timeline	Action	Person/s Responsible	Due Date
Jan. 19 th – Feb. 5 th	<p>Local District Superintendents will ensure that all high school administrators have organized for counseling meetings with every student that is off track by one or more courses on their Individual Graduation Plan and develop/confirm a personalized plan to complete and/or recover the needed courses.</p> <p>The following are a menu of options available to school sites to support students needing credit recovery:</p> <ul style="list-style-type: none"> • classes that support mastery learning where students focus only on the content for which they do not demonstrate proficiency, and ultimately receive credits based on demonstrated mastery (Performance Assessment Student Support (PASS) and Edgenuity blended and virtual learning), • collaboration with continuation schools that allows comprehensive high school students to take pass-thru-classes during the school day with a continuation high school teacher (Recovery + Intervention = Graduation), • collaboration with the Division of Adult and Career Education (DACE) to maximize the enrollment and attendance of existing DACE class offerings located at various high schools in each local district, • collaboration with the Division of Adult and Career Education (DACE) whereby DACE will provide additional classes to schools with the largest need, as budget and teachers are available • identify students who are 4 or more courses off track, that may meet DACE’s high school diploma requirements; consequently, these students would be eligible to receive a high school diploma from DACE in June • extended time for students who have not mastered course content standards within a given semester (Students Taking Action for Readiness - <i>STAR 17</i>), and • use of independent study and auxiliaries to provide opportunities within the school day for students retaking failed courses. 	Superintendent HS Principals DACE LD Directors	Feb. 5 ^h

Timeline	Action	Person/s Responsible	Due Date
Jan. 19 th – Feb. 5 th	Local District Superintendents will ensure that all high schools have met with all students in the class of 2016 who are not on track to graduate in June. All off track students must have received a parent notification letter regarding the necessary courses that need to be completed. This letter will also be sent by registered mail. Certification of process by Academic Counseling Director with LD Counseling Coordinators. Followed by Connect Ed calls to families from home school.	Superintendent HS Principals Director of Academic Counseling	Feb. 5 th
Jan. 19 th – Feb. 5 th	Local District Superintendents will have LD Directors visit schools and gather information on conditions and characteristics of identified schools needed for the Equity Audit and submit documents to the Director of A-G.	Superintendent Director of A-G LD Directors	Feb. 5 th
Jan. 21 st	Superintendent's Meeting -Analysis of Characteristics of High Performance from A-G Equity Index data -Identify additional credit recovery options for spring recess, summer acceleration	Superintendent LD Superintendent	Jan. 21 st
Jan. 21 st	LD Director Teams- Performance Dialogue -Analysis and actions provided across districts from personalized visits and tiering of recovery supports.	LD Superintendent LD Directors DOI Leads	Jan. 21 st .
Feb. 5 th	Local District Superintendents will verify that all students off track, from the class of 2016 have a specific personalized plan to complete and/or recover the needed courses to graduate.	LD Superintendent	Feb. 5 th
Feb. 5 th	Superintendents will submit mid-year progress reports to the Director of A-G on any non-credit recovery activities supported by the A-G budget.	LD Superintendent	Feb. 5 th
Jan. 15 th	MiSiS Data transfer of credit recovery data into the My Data Graduation Dashboard.	Division of Instruction Office of Data and Accountability ITD	Feb. 8 th
Ongoing	The Division of Instruction and Local District Superintendents will review credit recovery progress every two weeks beginning on Thursday, February 25 th . Reports on enrollment and completion will be updated and reported to Superintendent King.	Division of Instruction LD Superintendent MiSiS My Data Grade Dashboard Enhancement	Feb. 25 th
Feb. 19 th	Division of Instruction will provide clear messaging templates to Local District Superintendents and Principals on the opportunities to complete graduation credits beyond the end of the school year.	Division of Instruction	Feb. 5 th
Feb. 5 th – June 1 st	Local District Superintendents will ensure that high school administrators and counselors communicate opportunities to complete graduation credits beyond the end of the school year to students not able to complete all graduation requirements by June.	LD Superintendent Principals	June 1 st

The above plan represents our action steps to optimize and monitor credit recovery opportunities and to maximize the number of students able to graduate in June. At the end of the school year, students who are still missing 2-3 courses from completing graduation requirements will be given priority enrollment in summer school credit recovery programs.

Any student missing five or more courses will be afforded the opportunity to enroll in the Continuation schools, Adult Education programs or continue enrollment at the comprehensive high school in the five year graduation program.

We have increased our graduation over the past several years and want to continue building momentum in this, our defining moment. While the task may seem daunting, together we can accomplish great things for our students.

c: Members, Board of Education
Michelle King, Superintendent
Cabinet Members