Diploma Completion Advisory Council

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Advise KSDE on the following:
- Unique differences between individual Diploma Completion Programs (DCPs)
- Barriers to meeting KSDE requirements
- Best practices for educating adult learners
- Audit structure that doesn’t unnecessarily burden staff
Outcomes of Advisory Council

- A list of requirements and guidelines for existing and future learning centers across the state

- An annual or risk-based multi-year audit process for existing and future learning centers
The Advisory Council will meet once a month from Dec 2014 to May 2015

Each member will participate in at least one subcommittee which will meet via conference call each month too and report out during the Advisory Council meetings

Possible subcommittees (open for discussion):

- Requirements and best practices for DCPs
- Approval process for new DCPs
- Audit process for returning DCPs
- Communicating and training changes to the field
Advisory Council Membership

- 2 Representatives from each service center
- KSDE consultants (SPED, ELL, Virtual, Teacher Licensure, Fiscal Auditing and KIDS system)
- District reps that are currently partner with DCPs
- District reps that have their own DCPs
What is a DCP?

- Diploma completion programs, sometimes known as learning centers, are educational programs operated either by service centers in partnership with one or more districts or by individual districts.

- These programs provide services to adult learners to help them earn a high school diploma. They may also choose to serve high school-aged students.

- DCPs are not accredited schools and cannot issue diplomas, therefore they must operate within a district.
What are the DCPs’ Responsibilities?

- Submit timely data to district so that it can be submitted in KIDS system.

- Ensure appropriate count day documentation is collected
  - Enrollment forms, transcript analysis, graduation plan
  - Sign-in/sign-out logs
  - Academic Activity Logs and E-system reports (virtual students)

- Provide licensed, certified teachers for every course students are enrolled in (teachers can be shared among DCPs).
What are the DCPs’ Responsibilities?

- Provide a curriculum that is aligned to state and local standards.

- Coordinate with the district to ensure that students with disabilities and English language learners are receiving the services they need.

- Coordinate with the district to ensure that age-appropriate students take state assessments.

- Submit course completion documentation to district so that credit can be awarded.
What are the District’s Responsibilities?

- Allocate funds to the DCP as determined by contract
- Ensure that curriculum utilized is aligned to state and local standards
- Ensure that teachers in the DCP are highly qualified and that a highly qualified teacher is available for each subject area
- Ensure that students are enrolled in credit bearing courses that meet district’s requirements
What are the District’s Responsibilities?

- Submit accurate and timely records in the KIDS system
- Record all courses taken and grades on the student’s transcript
- Ensure that students with disabilities and English language learners are receiving the services they need
- Give state assessments to qualifying students
- Issue diploma when student has been district graduation requirements
What Data does the District Need from the DCP?

- The DCP must provide the district with student data so they can submit accurate records in the KIDS system:
  - Students enrolled and attending on count days (ENRL)
  - Exit information when a student leaves or graduates (EXIT)
  - New students who enroll throughout the year (ASGT)
  - Virtual students enrolled and attending on Feb. count day (MILT)
  - Number of days in attendance/days in membership at end of year (EOYA)
  - Courses the student is enrolled in and grades awarded (STCO)