

Diploma Completion Advisory Council

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Purpose of Advisory Council

- 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

Processes of Advisory Council

- 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)

Contact Information

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