



This guidance document is to assist counselors, registrars, and other staff involved in the enrollment and scheduling process to do so in a manner that will allow for the development of continuous learning plans for all returning students. Stay abreast of communication from local leadership and the Oklahoma State Department of Education (OSDE) regarding learning platforms for SY2021. Our hope is to be physically connected with colleagues, students, and families in the Fall! In the event we are still operating under a distance learning model, begin now planning for alternative ways to address scheduling and enrollment. For the most current OSDE updates on Special Education, Funding, Assessments & Accountability, Child Nutrition, Distance Learning and other operations, please visit the [OSDE website](#) designated to Coronavirus/COVID-19 communications.

PLAN WITH GRADUATION IN MIND

Graduation Requirements

Each high school student shall complete a minimum of 23 units prior to graduation with each graduating class having the possibility of differing graduation requirements. The state requirements include, but are not limited to, the following:

- English Language Arts – 4 units or sets of competencies
Mathematics – 3 units or sets of competencies (must include Algebra I)
- Science – 3 units or sets of competencies (must include Biology)
- Social Studies – 3 units or sets of competencies (must include 1 unit of American History and ½ unit of OK History)

Additional requirements such as World Languages, Computer Technology, Fine Arts or Speech may vary depending upon the graduation pathway selected—College Preparatory / Work Ready Curriculum or CORE Curriculum. Always refer to the graduation checklist most appropriate to the cohort you are enrolling or scheduling. These documents can be found on the [High School Graduation Resources](#) page of the OSDE website. ***Individual Career and Academic Plans are required starting with the Class of 2021.*** Be sure student requests are in line with their career goals!

Enrolling new students?

New students who move into a school district and request to enroll must be allowed to enroll, although they are not required to be offered education services until operations resume. See 70 O.S. §§ 1-113 and 1-114. Re-enrollment meetings and events for existing district students should be postponed until regular operations resume. As part of planning for the return to regular operations following school closure, school districts and charter schools should consult with their local health authorities to address health concerns regarding school attendance for students who have traveled to areas heavily impacted by coronavirus or who are otherwise at high risk for exposure.

Please communicate with sending/receiving schools regarding records. Staff related to enrollment are considered essential personnel so may have access to school buildings. However, do not delay a student's enrollment because of transcripts, grades, or other documents pending from the sending school. Call and confirm that the student is attempting to enroll and assist with any withdrawal processes.



COURSE CODES, CAREER TECH & CONCURRENT ENROLLMENT

Utilizing Subject Codes

Always use the most recent subject codes when creating courses in your Student Information System (SIS). Any necessary updates to PK-8 and high school codes will be available on the [OSDE Accreditation](#) page for SY2021. At a minimum, have your SIS updated to include the most recent codes that can be found on the OSDE Accreditation or [OSDE High School Graduation Resources](#) pages. If you have questions about courses your district is offering that do not seem to match an existing code, contact the [Office of Curriculum and Instruction](#) for guidance. College courses should be coded to the general high school course with which the course most closely correlates (i.e. College Government will use the high school 5541 U.S. Government subject code). You must make sure the instructional level reflects that the course is college level. *Do not use AP level subject codes for college courses.* Although the School Report Cards are not being calculated for SY20, subject coding is very important for post-secondary opportunity data collection. Make a practice of ensuring courses are updated and coded properly.

How do students enroll in Career Tech (CTE) programs for SY2021?

Many students have already applied to programs for the 2020-21 school year. Interviews have been held and notifications of acceptance have been distributed. Follow up with students regarding plans to attend (or not attend) Career Tech for the Fall. Make the student's schedule reflect program enrollment and be specific with subject codes. Refer to the most recent list of [Career Tech Subject Codes](#) to be sure your SIS is updated accordingly. *High schools should not use 9000 level codes for career tech courses.* Share with students what type of [academic credit](#) will be awarded for their career tech course.

How do students enroll in Concurrent Enrollment for SY2021?

For students wanting to enroll for 2020-21, either as concurrent or undergraduate students, please check with the [institution](#) for approved exceptions and flexibilities allotted the institution by the Oklahoma State Regents for Higher Education (OSRHE) to complete enrollment. For summer and fall concurrent admission and enrollment, institutions may use emails from parents and counselors/principals in lieu of original signatures on permission forms. Some institutions may also use alternative methods for admission and course placement in lieu of a currently prescribed curricular and performance standards if the student does not have and/or cannot access standard assessments and/or records. Counselors and Principals should communicate (i.e. mail, Remind, SIS messenger) that if students want to enroll in concurrent courses, they should contact you for enrollment information and then work together to complete enrollment requirements. Refer to the [OKCollegeStart](#) website for new quick glance documents for parents and educators.

What if a student is participating in multiple programs?

For juniors or seniors who are participating in both CTE and Concurrent Enrollment programs, be sure to have done a careful review of the students' graduation plans and effectively communicated course load expectations with students and parents. This is especially crucial if a student is also scheduled into an athletic period. Make sure parents are fully aware of any costs associated with Concurrent Enrollment, CTE programs, and athletics.



COMMUNICATING WITH STUDENTS AND PARENTS

What do I do if I need to speak to my student or a parent directly?

Always adhere to your district policy regarding communicating with students and families. If you are not issued a work cell phone, you may consider such tools as Google Voice, Google Meets, Zoom or Talking Points. If you must use your personal device to make calls, you may also try using *67 to indicate to the recipient you are calling from a “private” or “anonymous” number. Use the identified means established by your district first; if you choose additional communication tools, always discuss options with your building administrator. If you have Zoom capability, it may be a good idea to have a Zoom meeting with prospective concurrent and career tech students to provide more specific information and updates. Invite a college representative or career tech advisor to participate!

How do we get schedules, transcripts, enrollment forms and other items to/from students?

If your local Student Information System (SIS) has the capability to allow students to select courses online, please use that resource. If you are unsure of SIS capabilities, reach out to your district IT staff and/or your SIS vendor to assess your access to online enrollment availability. In the event students do not have the ability to select courses within the SIS, districts must develop alternate means to do so. Ways this can be achieved are by mailing enrollment information, emailing course selections, or use of surveys (such as SurveyMonkey, Google Forms, or other survey tools).

Have ideas on virtual schedule confirmation and pickup? Are you communicating with parents in an unusual way? Send your feedback to [Virtual Counseling Ideas](#) so we can share with your colleagues.

Where can I find more information about Coronavirus/COVID-19?

The recommendation is to stay abreast of updates from the [Oklahoma State Department of Education](#), [Center for Disease Control and Prevention \(CDC\)](#), [Oklahoma State Department of Health](#) and your local leadership.

Remember to bookmark the [OSDE webpage](#) dedicated to COVID-19 and check it often for most recent statewide information!

Questions?

For academic counseling questions, contact [Petra Woodard](#), Executive Director of Academic Counseling.

For crisis response and social-emotional resources, contact [Beth Whittle](#), Executive Director of Counseling.