



**OKLAHOMA STATE DEPARTMENT OF  
EDUCATION**

**— CHAMPION EXCELLENCE —**

Postsecondary  
Opportunities Guidance

## **Why Postsecondary Opportunities?**

Life beyond high school requires different, and ever changing, competencies. By 2025, three of four Oklahoma jobs will require education or training beyond high school. Postsecondary opportunities are a way for schools to enable students to participate in coursework and experiences that enhance their likelihood for success after high school. Oklahoma's ESSA plan outlines the 8-year strategic goal of 100% of grade 6-12 students developing a meaningful Individual Career Academic Plan (ICAP). The ICAP – developed with collaboration among student, family, and educators – equips students with the awareness, knowledge and skills to create their own individualized, meaningful exploration of college and career opportunities.

As part of the ICAP process students will:

1. Connect the relevance of education to their future goals
2. Create secondary and post-secondary course plans to pursue their career and life goals
3. Strategically select a post-secondary pathway to align with self-defined career, college, and life goals
4. Establish better communication and engagement between school and home
5. Understand and demonstrate career exploration and career planning.

Aligned with ICAP implementation, the new accountability system (A-F Report Card) will give schools credit for postsecondary opportunities at the high school level. Schools that have high levels of students participating in career and college readiness opportunities will see the greatest number of points awarded. Acknowledging that students have different, individualized goals after high school, the postsecondary opportunity indicator will contain a range of options for students, including:

- College Prep Coursework (i.e., Advanced Placement and International Baccalaureate),
- Internships,
- Dual (Concurrent) College Enrollment, and
- Industry Certification Programs (i.e., CareerTech career major courses).

This guide details the options for Postsecondary Opportunities for schools, and the reporting requirements for credit in the A-F Report Card.

## **College Prep Coursework (AP/IB)**

**Overview:** The course codes listed below are the only courses that count as College Prep Coursework. These courses are either Advanced Placement (AP) courses, or part of the International Baccalaureate (IB) Program. AP and IB coursework are designed to challenge students to learn at a college-level pace and rigor. Students may even receive college credits depending on the courses completed and performance. Students will only receive credit for participation in the course if they complete the course and receive a D or better.

Please note that in order to code as an AP course, the College Board must approve it (e.g., not Pre-AP'). Additionally, the only two schools currently certified to have IB programs and may use the IB course codes are Classen High School of Advanced Studies in Oklahoma City and Booker T. Washington High School in Tulsa.

**AP/IB Course Codes:** The following course codes are all courses considered College Prep Coursework for accountability.

OCAS Code and Course Title

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• 2428 IB Business Education</li> <li>• 2535 AP Computer Science Course A</li> <li>• 2536 AP Computer Science Principles</li> <li>• 2558 IB Computer Education</li> <li>• 2815 AP Studio Art Drawing</li> <li>• 2816 AP Art History</li> <li>• 2838 AP Studio Art 2D</li> <li>• 2839 AP Studio Art 3D</li> <li>• 2911 IB Arts</li> <li>• 3042 IB Music</li> <li>• 3055 AP Music Theory</li> <li>• 3115 AP French Language &amp; Culture</li> <li>• 3118 IB French</li> <li>• 3125 AP German</li> <li>• 3135 AP Latin (Vergil)</li> <li>• 3165 AP Spanish Language &amp; Culture</li> <li>• 3167 AP Spanish Literature &amp; Culture</li> <li>• 3168 IB Spanish</li> <li>• 3180 AP Japanese Language/Culture</li> </ul> | <ul style="list-style-type: none"> <li>• 3190 AP Chinese (Mandarin) Language/Culture</li> <li>• 3191 AP Italian Language/Culture</li> <li>• 4010 AP English Lit &amp; Comp.</li> <li>• 4057 AP English Language &amp; Composition</li> <li>• 4065 IB Language Arts</li> <li>• 4615 AP Calculus AB</li> <li>• 4616 AP Calculus BC</li> <li>• 4760 AP Statistics</li> <li>• 4821 IB Mathematics Standard Level</li> <li>• 4822 IB Mathematics Higher Level</li> <li>• 4823 IB Further Mathematics Higher Level</li> <li>• 5035 AP Biology</li> <li>• 5055 AP Chemistry</li> <li>• 5121 AP Environmental Science</li> <li>• 5215 AP Physics B</li> <li>• 5216 AP Physics C – Mechanics</li> <li>• 5217 AP Physics C - Elec &amp; Magnetism</li> </ul> | <ul style="list-style-type: none"> <li>• 5305 IB Science</li> <li>• 5415 AP U.S. History</li> <li>• 5525 AP Macroeconomics</li> <li>• 5526 AP Microeconomics</li> <li>• 5545 AP Comparative Gov. &amp; Politics</li> <li>• 5546 AP US Government &amp; Politics</li> <li>• 5547 IB Social Studies</li> <li>• 5645 AP Psychology</li> <li>• 5735 AP European History</li> <li>• 5736 AP World History</li> <li>• 5790 AP Human Geography</li> <li>• 5213 AP Physics I - Algebra Based</li> <li>• 5214 AP Physics II - Algebra Based</li> <li>• 5560 AP Seminar</li> <li>• 5561 AP Research</li> <li>• 5565 IB Theory of Knowledge</li> </ul> |
|---|--|---|

*\*\*\*IB Chinese, German, Japanese, and Latin should use the OCAS for their AP counterparts, 3190, 3125, 3180, and 3135, respectively. For IB World Religion, please use 5547. Additional OCAS course codes may be added in the future for approved AP/IB courses, however, no additional codes will be added for SY 2018.*

**Reporting:** The school reports College Prep Coursework to the Wave via your local Student Information System. A complete manual detailing the reporting process is here: [http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/2017\\_AC\\_Manual.pdf](http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/2017_AC_Manual.pdf). In order for the coursework to be valid in the Wave report, the report must have the following:

- 1) Course Code and Title (from above approved list)
- 2) Local Course Description
- 3) Instructional level ('**Advanced Placement**', '**International Baccalaureate**', or 'college level')
- 4) Term Span Code (Quarters, Semesters, etc.)
- 5) Length of Course (If the course is one semester/trimester long, the local course description must have the word 'Block' in order for this field to be correctly prepopulated.)
- 6) Grade(s) (Reported under T1-T4). **Important:** Grades reported must be consistent with the Term Span Code and Length of Course. For example, for a course at a school with trimesters, where the course is two trimesters long, two letter grades must be reported. If only one is reported, the record will be flagged as an incomplete course.

## Internships

**Overview:** High school juniors and seniors are able to participate in immersive, experiential learning opportunities that build upon classroom skills and practical knowledge in a professional environment. Current legislation provides authorization for schools to enter into agreement with private or public organizations as outlined in 70 O.S. § 1210.528-1.2. The guidelines for an internship course are as follows:

- Students must be juniors or seniors to participate in an internship.
- A maximum of 2 high school elective hours, of the 6 rigorous course hours required per school day, can be used for such programs. (The 2 hours include student travel to internship site.)
  - A senior student may petition their local school board to increase to 3 hours if that fits into the student's schedule.
  - Semester Course (can be repeated for elective credit) – up to ½ credit per semester (per class - consistent with Dual enrollment)
- Districts should consider developing local policies and guidelines to govern internship programs.
  - Agreements between the school and business
  - Grading rubrics for school, student and business (e.g. attendance)
  - Feedback forms for business
  - Workplace Safety

Internships should be orchestrated and monitored at the local level. Schools should consider opportunities that align with a student's ICAP, as well as discussing items such as insurance and liability with potential employers. Please see <https://tinyurl.com/y8m2xymo> for additional information on internships.

**Internships Course Codes:** These course codes should be used for all approved internships. Only the following internship course codes will be used for the Postsecondary Opportunities indicator in accountability.

- 2790 Internship I – Juniors
- 2791 Internship II – Seniors
- 8102 Business Information Technology Internship
- 8468 Culinary Arts Internship
- 8622 Marketing Internship

**Reporting:** Internship participation is also reported to the Wave by the school. The reporting process for internships aligns closely with the College Prep Coursework reporting procedures previously discussed. Schools should ensure that their Student Information System accurately populates the required fields:

- |                             |                     |
|-----------------------------|---------------------|
| 1) Course Code and Title    | 4) Term Span Code   |
| 2) Local Course Description | 5) Length of Course |
| 3) Instructional level      | 6) Grade(s)         |

### **Dual (Concurrent) Enrollment**

**Overview:** Dual enrollment enables students that meet specified criteria (GPA or ACT/SAT score) to enroll in a college course offered through a local postsecondary institution. Dual enrollment must include opportunities for high school students to achieve college credit through that collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college as defined by the policy of the Oklahoma State Regents of Higher Education. Seniors who meet the eligibility requirements are entitled to receive tuition waivers for up to six hours per semester. Students must have a signed statement from their high school principal or counselor stating that they are eligible to satisfy the requirements for graduations no later than spring of their senior year. Students cannot enroll in remedial coursework offered by colleges and universities under this program. Students may be able to enroll in different types of higher education institutions based on eligibility. This includes Research Universities, Regional Universities, and Community Colleges. An overview of Dual enrollment can be found at [https://www.okcollegestart.org/College\\_Planning/Prepare\\_for\\_College/concurrent\\_enrollment.aspx](https://www.okcollegestart.org/College_Planning/Prepare_for_College/concurrent_enrollment.aspx).

**Reporting:** Dual enrollment coursework must be reported by the school to the Wave. As not all colleges follow a set course code convention, schools will report dual coursework using the OCAS course code most closely associated with the course completed. For example, college level Psychology should be coded as 5641 (Psychology).

**Important:** In order to be identified as dual enrollment, course **must be flagged** with the **'college level'** instructional level.

Schools should ensure that the student enrollment records indicate dual enrollment. As with College Prep Coursework, schools will need to report:

- 1) Course Code and Title
- 2) Local Course Description
- 3) Instructional level (**must be 'college level'**)

- 4) Term Span Code
- 5) Length of Course (default is one semester/trimester)
- 6) Grade(s)

## CareerTech

**Overview:** Approved programs that lead to Industry Certification may also earn credit under Oklahoma's accountability system. In Oklahoma, the conveyor of these opportunities is the Oklahoma Department of Career and Technology Education (ODCTE), also known as, CareerTech. While there are many programs offered by CareerTech, only those leading to an industry certification are approved for use in accountability. These courses combine classroom courses with skills-based practice to train and develop students in preparation for workforce readiness. CareerTech opportunities are provided through two channels:

- 1) Students enroll and complete coursework through CareerTech programs at their local technology center.
- 2) Students enroll and complete coursework through CareerTech at their local high school (these courses include internships):

|  |   |
|--|---|
| <u>Business Information Technology:</u> <ul style="list-style-type: none"> <li>• 8101 Business Information Technology Internship</li> <li>• 8622 Marketing Internship</li> <li>• 8106 Career Major Capstone</li> </ul> | <u>Family and Consumer Science:</u> <ul style="list-style-type: none"> <li>• 8419 School &amp; Community Partnership I</li> <li>• 8420 School &amp; Community Partnership II</li> <li>• 8409 Teach Oklahoma</li> <li>• 8446 FACS Ed Capstone</li> </ul> |
| <u>Health Careers:</u> <ul style="list-style-type: none"> <li>• 8554 Health Careers Capstone</li> </ul>  | <u>Agriculture:</u> <ul style="list-style-type: none"> <li>• 8021 Employment in Agribusiness</li> </ul>   |
| <u>Pre-Engineering:</u> <ul style="list-style-type: none"> <li>• 8716 Engineering Design and Development</li> </ul>  | <u>BioMedical:</u> <ul style="list-style-type: none"> <li>• 8719 Biomedical Innovation</li> </ul>   |

**Reporting:** The reporting process for CareerTech participation varies depending on the channel (from above). For students enrolled and attending at a local technology center (1), the technology center reports enrollment and participation to the ODCTE. ODCTE compiles this data and reports it to OSDE. For students attending at their local high school (2), the school will need to use the appropriate OCAS code (from the list above) for reporting in the Wave. Use of the correct course code and information similar to previously discussed opportunities will ensure credit in the report. Reporting assistance for CareerTech opportunities may be provided directly from CareerTech (ODCTE) and their Program Specialists (assigned to specific schools).

## Reporting Overview for Postsecondary Opportunities Indicator

| Postsecondary Opportunity           | Reporting Authority         | Reporting Method   |
|-------------------------------------|-----------------------------|--|
| College Prep Coursework             | School                      | Reported by local SIS to the Wave. Reporting Manual link located in College Prep Coursework section.   |
| Internships                         | School                      | Reported by local SIS to the Wave. Follows similar reporting procedures to those of College Prep Coursework.   |
| Dual Enrollment                     | School                      | Reported by local SIS to the Wave. Will use OCAS course code most similar to college coursework. <b>Must indicate 'college level' instruction.</b> Follows similar reporting procedures to those of College Prep Coursework.   |
| CareerTech (Industry Certification) | CareerTech <u>or</u> School | CareerTech reports student enrollment/completion data directly to the Oklahoma State Department of Education when attending at CareerTech. Otherwise, the school follows College Prep Coursework Guidance for Capstone coursework using appropriate OCAS codes and reporting methods outlined by their Program Director and/or Specialist. |

*For questions on reporting techniques or Accountability inclusion, please contact the Office of Accountability at (405) 521-5169 or [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov).*