

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 13, 2016

**To:** Senior High School Principals and Area Superintendents

**Subject:** AP AUDIT AUTHORIZATION OF ADVANCED PLACEMENT COURSES FOR 2016-2017

**Department and/or Persons Concerned:** Senior High School Principals and Vice Principals, Advanced Placement (AP) Coordinators and Teachers, and High School Head Counselors

**Due Date:** Friday, June 3, 2016

**Action Requested:** Review, complete, and return the attached 2016-17 Advanced Placement Course documents (Attachments 1, 2 and 3) to Reuben Harris-in the-Office of Secondary Schools by Friday, June 3, 2016.

**Attachments:**

1. 2016-17 List of Advanced Placement Courses
2. 2016-17 Principal Certification Form
3. 2016-17 AP Textbook Order Form

**Brief Explanation:**

All Advanced Placement (AP) courses and teachers must be authorized annually through the College Board's AP Course Audit in order to use the "AP" trademark designation on student transcripts. The University of California also requires proof of audit authorization in order for an AP course to be included on a school's UC 'a-g' Course List each year. School sites are responsible for obtaining audit authorization for their AP courses and respective teachers for the 2016-17 school year.

**Action:**

Principals are responsible for making sure that all 2016-17 AP courses at their site receive final AP Course Audit authorization by **Tuesday September 6, 2016**. Failure to meet this deadline could result in these AP courses not being included on the school's 2016-17 UC 'a-g' Course List. As part of the audit process, the principal ensures that all of the following occurs:

- The principal and one or more designees have access to, and are listed as administrators of their school's AP Course Audit account (established through their College Board Professional Account).
- All AP teachers who will be teaching a course in 2016-17 have established an AP Course Audit account.
- Teachers who will be teaching an AP course for the first time in 2016-17 obtain authorization by electronically submitting their course syllabus and an AP course audit form to the [AP Course Audit web site](#) by June 30, 2016.

- Starting August 1, the principal or audit administrator designee renews audit authorization of AP teachers with previously authorized syllabi for 2016-17.
- Teachers with previously authorized course syllabi for the following courses—AP World History, AP Calculus AB, and AP Calculus BC—which the College Board has revised for 2016-17, do not have to submit a new syllabus to the audit for authorization. However, they must demonstrate their awareness of the updated curricular requirements by completing one of the following options to be remain authorized in 2016-17:
  - ◆ Option 1: Complete an AP Course Audit form attesting to their understanding and transfer their previous syllabus online.
  - ◆ Option 2: Submit a new or revised syllabus.
- Promptly approve AP Course Audit forms for AP teachers needing to transfer their existing AP course authorizations to a new school in 2016-17.
- Do not add online Edgenuity AP courses that students at your school are taking through dual enrollment in iHigh Virtual Academy to your school's AP Audit Ledger. These courses receive authorization through iHigh.

To support this process, all district high schools offering AP courses are asked to complete and return the enclosed List of Advanced Placement Courses, Principal Certification Form, and AP Textbook Order Form (Attachments 1, 2 and 3) **no later than Friday, June 3<sup>rd</sup>, 2016**. Completed forms should be returned via school mail to Reuben Harris, Office of Secondary Schools, Eugene Brucker Education Center, Room 2005.

General questions concerning a school's UC 'a-g' Course List should be directed to Karen Wilson, UC 'a-g' Course Coordinator, at (619) 725-7182, or [kwilson@sandi.net](mailto:kwilson@sandi.net).

For additional information, please contact Reuben Harris, Advanced Studies Resource Teacher, at (619) 725-7308, or [rharris@sandi.net](mailto:rharris@sandi.net).

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of Secondary Schools

Distribution: Lists A, B, and F

Attachments (3)

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Secondary Schools

School Name: \_\_\_\_\_ Principal's Name \_\_\_\_\_  
(Please Print) (Please Print)

**2016-2017 List of Advanced Placement Courses**

Please list **all AP courses and teachers** to be offered at your site for 2016-2017:

AP COURSE TITLE	# of SECTIONS 2016-2017	AP TEACHER(S) (Please print)		COMMENTS
		First Name	Last Name	
Art History				
Biology				
Calculus AB				
Calculus BC				
Chemistry				
Chinese Language and Culture				
Computer Science A				
Computer Science Principles				
Economics: Macro				
Economics: Micro				
English Language and Composition				
English Literature and Composition				
Environmental Science				
European History				
French Language and Culture				
German Language and Culture				
Government & Politics: Comparative				
Government & Politics: U.S.				
Human Geography				
Italian Language and Culture				
Japanese Language and Culture				
Latin				
Music Theory				
Physics 1				
Physics 2				
Physics C: Electricity & Magnetism				
Physics C: Mechanics				
Psychology				
Research (AP Capstone only)				
Seminar (AP Capstone only)				
Spanish Language and Culture				
Spanish Literature and Culture				
Statistics				
Studio Art: 2-D Design				
Studio Art: 3-D Design				
Studio Art: Drawing				
United State History				
World History				

Please check the status of all courses listed above at <http://www.collegeboard.com/html/apcourseaudit/>

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Secondary Schools

**2016-2017 Principal Certification Form**

Principals to complete, sign, and return along with List of Authorized Advanced Placement Courses document:

**Authorized Advanced Placement Course List Certification  
2016-2017**

**Please print:**

School Name: \_\_\_\_\_

AP Audit Online Registered  
Administrator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

AP Coordinator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

***I certify that the courses and teachers identified on the "2016-2017" List of Advanced Placement Courses," which I have reviewed, are an accurate listing of all on-site AP courses my school site intends to offer in the 2016- 2017 school year, and these courses should be officially submitted as part of my school's UC 'a-g' course list for 2016-2017.***

***I agree to notify Reuben Harris of any changes in on-site AP course offerings at my site during 2016-2017.***

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit List of Advanced Placement Courses, Principal's Certification, and AP  
Textbook Order Form no later than **Friday, June 3, 2016** to:  
Reuben Harris, Office of Secondary Schools  
Eugene Brucker Education Center, Room 2005

San Diego Unified School District  
Instructional Support Services Division – Office of Secondary Schools

ADVANCED PLACEMENT BASIC TEXTBOOK ORDER FORM  
2016-2017

<b>School:</b>	<b>Cost Center:</b>																																																																									
<p>The Office of Leadership &amp; Learning and the Instructional Materials Office are making plans for the purchase of basic textbooks for AP courses. Please list new AP courses with the number of sections, and existing AP courses for which additional sections will be added. Do not list replacement needs. <b>The Instructional Materials Office has <i>limited</i> funds to provide textbooks and materials for new course offerings or additional sections only.</b></p>																																																																										
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<p><b>INSTRUCTIONS:</b> This form must be returned to Reuben Harris, Office of Secondary Schools, Eugene Brucker Education Center, Room 2005, Fax: 619-725-7386, for approval <b>no later than Friday, June 3, 2016</b> to ensure availability of instructional materials for the start of the new school year. The Instructional Materials Office will order for sites, once approved by the Office of Leadership &amp; Learning. All orders will be reconciled against actual enrollments and teacher counts in the fall.</p> <p>Library Staff: Please remember to request your student instructional materials through the Destiny Textbook Manager.</p>																																																																										
<b>Person to be contacted regarding above information:</b>	<b>Phone:</b>																																																																									
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