



Spring 2016

End of Semester Instructions **for Schools** High School Credit Recovery

Updated Monday, 23 May 2016

About This Document

Thank you for your hard work and flexibility this spring as we continue to build our credit recovery program. Your feedback and comments have been critical. We are planning a number of new enhancements, big and small, for this summer's and fall's program. Keep it coming! This document explains our end-of-semester procedure, which will be different from past semesters due to the format.

What Constitutes **Complete**?

As has always been the case in MTDA's credit recovery program, complete means that ALL required lesson quizzes (80% mastery), module post assessments (65% mastery), the final exam (65% mastery) and mastery assignments (65%) have been completed to the mastery level.

The end-of-semester should be less dramatic than past years since assignment and assessment completion is tied to moving on in any particular course.

Completing all assignments is required for a recommendation of credit in the program.

PLEASE NOTE: Student that do not complete a semester DO NOT carry over progress from semester-to-semester. This has been the case at MTDA since Fall 2013 and continues even with the reboot of the program.

End of Semester

The end of fall semester is Friday, May 27, 2016 at 5:00pm. We will announce this day via the website on Wednesday, May 25th to students to let them know of the pending deadline.

AGAIN THIS SEMESTER: Based on site feedback, we have built into the program a new flexible course ending protocol, acknowledging common themes typical to the credit recovery environment. FOR ALL STUDENTS, we will grant an automatic extension until Friday, June 10, 2016, no request is required, no questions asked.

After June 10th, MTDA's academic coach staff will evaluate all remaining students and put in drop requests for those that have not completed courses.

If you have students who you know now that they will NOT complete their course (moved out of your school, have transferred to another program, etc.), please put a drop request into GeniusSIS with the most appropriate reason:

- Back to homeschool
- Course is too hard
- Scheduling conflicts
- Student Did Not Meet Requirements at End of Semester
- Student does not have enough technology access
- Student has a doctor-verified medical withdrawal
- Student has dropped out of school
- Student has transferred to a non-MTDA school
- Student is no longer enrolled at the local public school
- Student is not making acceptable progress in the course
- Student was enrolled in error
- Teacher is not helpful

If you have students who will NOT complete their course and you want to get them enrolled in Spring right away, either in the same course or a different course, please put in a drop request into GeniusSIS with a reason above.

The June 10th deadline is absolute. No additional extension is available after that date, nor is progress transferrable from semester to semester. Please note, however, that students are still able to take module pre-assessments that could qualify them to be exempt from units that they previously completed during the fall.

Summer 2016

If you plan to run a credit recovery program in your building this summer and haven't reviewed our summer briefing, this is your opportunity to do so!

<http://montanadigitalacademy.org/schools/summer-2016-high-school-credit-recovery-briefing/>

Feedback? Questions? Complaints? Complements?

...we welcome it all! Please put in a support ticket, support@montanadigitalacademy.org or give Jason Neiffer, MTDA's Assistant Director/Curriculum Director, a call (406-203-1812). WE WANT TO HEAR FROM YOU!