

**Tumwater School District  
Procedures**

**REQUESTING COURSE EQUIVALENCY**

1. A staff member will assemble the required documentation into a packet that includes;
  - A. A statement about the rationale for acceptance of course equivalency
  - B. Course syllabus which includes
    - course description
    - instructional philosophy
    - course goals
    - curriculum (framework for CTE)
    - matrix crosswalk alignment of course units with core academic standards
    - materials and resources
    - assessment tools and strategy
  - C. any other relevant documentation
2. The principal will submit the request to the supervisor overseeing graduation requirements in the Student Learning Office for district committee review.
3. The committee will make a determination whether the course demonstrates equivalency. They will provide written response to the staff member indicating that the course: (form attached)
  - A. Meets standard for equivalency and will be listed as such within Skyward.  
or,
  - B. Is approaching standard for equivalency and will be returned to the staff member to address the gaps in the Breadth of Core Standards and/or the Instruction and Assessment of Core Standards. The staff member will have an opportunity to address the gaps and request another evaluation by the committee.
  - C. Is denied equivalency.
  - D. If an equivalency is denied or is determined to be Approaching Standard for Equivalency upon initial review, a resubmittal request must be made to the assistant superintendent of curriculum within ten (10) school days of receiving the initial notification.
  - E. The assistant superintendent will either uphold the decision of the Equivalency Committee or decide to grant the course equivalency status to the course.

4. The timeline for submitting an initial course equivalency request will be as follows:
  - A. For a course to qualify for equivalency the request must be received by November 15<sup>th</sup>, round one approval, or March 15<sup>th</sup>, second round approval.
  - B. The Equivalency Committee will convene in December and April to review the submitted equivalency requests.
  - C. The committee will make recommendations on submissions to the assistant superintendent of curriculum by December 15<sup>th</sup> for the first round and April 15<sup>th</sup> for the second round.
  
5. Deletions of course equivalencies from the equivalency list will apply to all students in the next school year.
  - A. Students who have already completed the course and received equivalency credit will maintain that credit, but students in the upcoming school year and beyond will not be eligible for equivalency credit.
  
6. Additions of course equivalencies to the equivalency list will apply to all students for the following school year.
  - A. Students who completed the course in a prior year will not be eligible to receive equivalency credit for the course.

**IMPLEMENTED: FEBRUARY 12, 2018**

## SECONDARY EQUIVALENCY EVALUATION: ASSESSMENT REVIEW

School(s) where currently offered:

CIP/Course Code and Title: \_\_\_\_\_  BHHS  THS  NMSC  NMHS

Equivalency Sought:  ELA  Fine Art  Math  Social Studies  \*Science (Lab)  Health and Fitness

Cluster/Core Subject Area/Academic Course#: \_\_\_\_\_  \*Science

Teacher(s) requesting Equivalency: \_\_\_\_\_ **Date of Follow-up Equivalency Review (if pertinent):** \_\_\_\_\_

Date of Initial Equivalency Review: \_\_\_\_\_

### CORE SUBJECT EQUIVALENCY

Criteria	Approaching Standard for Equivalency	Meeting Standard for Equivalency
<b>Breadth of Core Standards</b> <ul style="list-style-type: none"> <li>Breadth of appropriate standards covered throughout course.</li> </ul>	Curriculum/framework reflects that while some of the appropriate standards may be incorporated, there is not adequate representation to meet a criteria for equivalency.	Curriculum and/or framework reflects adequate and appropriate coverage of core standards.
<b>Instruction &amp; Assessment of Core Standards</b> <ul style="list-style-type: none"> <li>Breadth of appropriate Standards taught and assessed throughout course.</li> </ul>	Overall scope of instruction, student work and/or course assessments reflect that while appropriate standards may be included, additional emphasis is required to meet standard for equivalency.	Overall scope of instruction, student work and assessments reflect integration of core standards to meet equivalency criteria.

**Comments and Feedback:** \_\_\_\_\_

**Equivalency Review Committee Members:**

\_\_\_\_\_

\_\_\_\_\_

Signature of Committee Chair \_\_\_\_\_

**Findings of the Review Committee:**

The course is determined to be **Meeting Standard for Equivalency**. **In this case, \_\_\_\_\_ equivalency credits** will be granted and will be reflected on the district approved equivalency list as follows: \_\_\_\_\_

Restrictions, requirements or conditions: \_\_\_\_\_

The course assessments are determined to be **Approaching Standard for Equivalency**. Gaps and areas that need to be addressed are listed in the comments/feedback section above. Requesting teachers are encouraged to modify curriculum and/or their assessments based on the feedback and resubmit their request for a course equivalency within 10 school days.