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| **Pacific Union Conference** |
| **Annual Curriculum Audit and Accreditation Progress Report**(For Schools Offering Secondary Grades and Elementary Schools offering Algebra I and LOTE) |
| School: |       |
| Address: |       |
| Principal: |       |
| Registrar: |       |
| Conference: |       |
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| **Curriculum and Course Offerings:** |
| * Report for School Year:
 |       |
| * Proposed Courses for School Year:
 |       |
|  | *(Schools doing an annual review in the spring will provide data for both years.)* |
| Conferences that do a Fall Curriculum Review will need to have schools update the Annual Curriculum and Accreditation Review and approve courses to be offered next school year as outlined in the *Education Code*. |
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| **WASC/NAD/AAA Annual Progress Report:** |
| * School Improvement Action Plans/Critical Areas of Growth
 |
| Next Accreditation Visit: |       |
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| **Instructions for Each Section of the Report Form** |
| This report is significantly different from previous reports because it ***includes the Annual Progress Report*** that schools normally submit to the NAD. This report is to be submitted to the Conference Office of Education by each senior academy, junior academy, extension school, affiliate school and elementary school offering Algebra I for high school credit. ***The report is to be submitted on or before the date set by the LCOE superintendent of schools or designee***. (See “Secondary Curriculum Review Committee” *Education Code* C21-124.) |
| **TITLE PAGE:** Provide the information requested. |
| **SECTION I: CURRICULUM**1. Indicate the type of program that has been authorized. Elementary schools offering Algebra I and LOTE for high school credit **must** complete section A2.
2. Provide information as to how students are meeting the “Community Service/Service Learning” graduation requirement and how it is being coordinated by the school.
3. The Pacific Union Conference Education Code no longer has a “Work Experience” graduation requirement. However, if a “Work Experience” graduation requirement is being implemented by the school, please provide information on the school's policy and how students are meeting this requirement.
4. A course outline must be on file at the principal’s office or the Conference Office of Education. When a new course is being offered, a course outline must be attached to this document for review by the Curriculum Review Committee.
5. Indicate the various diplomas offered by the school.
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| **SECTION II: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION**Supply the information as requested for each of the columns A through K. |
| **COLUMN A:** List *names* of Secondary Faculty. Indicate other *assignments*. (Examples: Jr. High math, Senior Class sponsor, Hiking Club sponsor, after school supervision, etc.)**COLUMN B:** *Teaching Certificate* List the *state* in which the teacher holds certification. (“Denom” refers to **denominational certificate**) – Use the symbols below to indicate the type of valid denominational certificate the teacher holds:**B**=Basic; **C**=Conditional; **D**=Designated Subjects/Service; **P**=Professional; **S**=Standard**COLUMN C:** *List courses taught by each teacher.* (Examples: Religion I, World History, etc.) Course titles, as far as possible, should parallel course listings in curriculum guides.**COLUMN D:** *Subject Endorsement* – Indicate “Yes” or “No” to show whether the teacher has a valid subject endorsement for each course taught. (This includes the Conditional and Designated Subjects/Services Certificate). Verify the endorsement with information obtained from the latest information available from the Local Conference Office of Education.**COLUMN E:** Indicate *which* Seventh-day Adventist college/university or local conference office of education has approved the course for *dual credit* through a matriculation agreement with an accredited institution. (**LSU, PUC, Other**) | **COLUMN F:** Write “Yes” or “No” to indicate if course outline has been approved by the University of California.**COLUMN G:** Indicate the *number of students* currently enrolled in the course.**COLUMN H:** Indicate the number of *semesters* each course is taught. Put a “1” if it is a one-semester course and a “2” if it is a two-semester course. If it is less than a semester indicate the number of weeks the course is offered. **COLUMN I:** Indicate the *credit granted* for the course. Use Carnegie Units. (Example: .5 (1 Semester) / 1 (2 Semesters) ) Credit granted must be consistent with the number of minutes the class has met. (See Ed Code C29-104 / C25-104)**COLUMN J:** Give the weekly student-teacher contact time in *minutes*. Do not include break time or passing time. Laboratory courses, such as Biology, require a minimum of 240 minutes per week.**COLUMN K:** Indicate “Yes” or “No” if the textbook used for the course is listed in the current North American Division *Secondary Textbook List*. Indicate “None” if a textbook is not used for the course. If “No” is listed, please complete the “Textbook Audit” section of this report. |
| **SECTION III: DISTANCE EDUCATION PROVIDERS AND COURSE INFORMATION**Supply the information for correspondence courses, distance education, and credit recovery as requested for each of the columns A through K. |
| **SECTION IV: TEXTBOOK AUDIT**Provide the information requested for each textbook that is not listed in the current Secondary Textbook List. The “Approval Date” is the date the superintendent of schools or designee, granted approval for the use of each alternative text. |
| **SECTION V: ATTACHMENTS**Attach a copy of each document requested. |

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| **SECTION I: CURRICULUM**  |
| 1. Type of program authorized: (*Please check appropriate boxes*.)
 |
| 1. **Junior Academy**
 |
|  | [ ]  |  | Standard Program Grade 9 (*Education Code* A14-128) |
|  | [ ]  |  | Standard Program Grades 9 and 10 (*Education Code* A14-132) |
|  | [ ]  |  | Subject Alternation Program Grades 9-10 (*Education Code* A14-136) |
|  |  |  |  |
| 1. **Elementary School – Offering Algebra I or LOTE in 8th grade** (*Education Code* C14-116)
 |
|  | (a) |  | Date authorized by conference office of education:  |       |
|  | (b) |  | Total minutes/week: |       |
|  | (c) |  | Credits:  |       |
|  | (d) |  | Text used: |       |
|  | (e) |  | Teacher: |       |
|  | (f) |  | Certificate: |       |
|  | (g) |  | Endorsement: |       |
|  |  |  |  |  |
| 1. **Request for Additional Secondary Grade** *(Education Code A14-140, by an authorized jr academy)*
 |
|  | [ ]  |  | Grade 10 | **Date of Required Votes:** |
|  | [ ]  |  | Grade 11 | Constituency: |       |
|  | [ ]  |  | Grade 12  | Board of Ed: |       |
|  |  |  |  |  |  |
| Recommendation for approval of additional secondary grades must be submitted by the local conference to the Union Office of Education. |
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| 1. Describe how students are meeting the “Community Service/Service Learning” graduation requirement, and who is responsible for coordinating this program.
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|       |
| 1. If your school has chosen to implement a “Work Experience” graduation requirement, please describe your school's policy and how students meet this requirement.
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|       |
| 1. Describe the process for approving course outlines.
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|       |
| Date Completed |       |
| 1. Diploma Offered:
 |
|  | [ ]  | Basic | [ ]  | College Prep | [ ]  | Other |       |

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| **SECTION II: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION** |
| **(A)****Secondary Faculty** | **(B)****Certification** | **(C)****Courses Taught** | **(D)****Demon. Endorsement**(Y/N) | **(E)****Dual Credit**(LSU,PUC,Other) | **(F)****UC****Approved**(Y/N) | **(G)****Current Class Enrollment** | **(H)****1 or 2 Semesters** | **(I)****Carnegie Unit Credit** | **(J)****Total Minutes per week** | **(K)****Texts NAD Approved**(Y/N) |
| **State**(which) | **Denom**.(type) |
| Name:      |       |       |       |       |       |       |       |       |       |       |       |
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| **State**(which) | **Denom**.(type) |
| Name:      |       |       |       |       |       |       |       |       |       |       |       |
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| **SECTION II: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION** |
| **(A)****Secondary Faculty** | **(B)****Certification** | **(C)****Courses Taught** | **(D)****Demon. Endorsement**(Y/N) | **(E)****Dual Credit**(LSU,PUC,Other) | **(F)****UC****Approved**(Y/N) | **(G)****Current Class Enrollment** | **(H)****1 or 2 Semesters** | **(I)****Carnegie Unit Credit** | **(J)****Total Minutes per week** | **(K)****Texts NAD Approved**(Y/N) |
| **State**(which) | **Denom**.(type) |
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| **SECTION III: DISTANCE EDUCATION AND COURSE INFORMATION** |
| **(A)** | **(B)****Certification** | **(C)****Courses Taught** | **(D)****Date Approved** | **(E)****Dual Credit**(LSU, PUC,Other) | **(F)****Credit****Recovery**(Y/N) | **(G)****UC****Approved**(Y/N) | **(H)****Current Class Enrollment** | **(I)****1 or 2 Semesters** | **(J)****Carnegie Unit Credit** | **(K)****Total Mins. Per Week** |
| **Distance Education Providers** (i.e., Acellus, Griggs, etc.) | **Secondary Faculty** | **State**(which) | **Denom**.(type) |
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| **SECTION IV: TEXTBOOK AUDIT** |
| If a “No” has been indicated in column “K” of the *Personnel Assignments and Course Information*, please provide the information requested below. |
| **Grade** | **Subject** | **Text and Publisher** | **Copyright Date** | **Listing in Previous Textbook List** | **If “NO”, provide date approved by conference** |
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| **SECTION V: ATTACHMENTS** |
| Attach a **copy of the current class schedule and include Friday**. If a schedule is published each semester, attach a copy for both semesters. |

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| **SECTION VI: ANNUAL PROGRESS REPORT**Every school is to complete an annual progress report.* The Progress Report will be a part of the annual curriculum and credit review.
* The Progress Report will go through a **“peer review”** process at the local conference level.
* It is important to report on the progress that has been made on the adopted **School Improvement Action Plan**; some conferences may require the school to attach a copy of the school board adopted School Improvement Action Plan.
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| **PART I: STUDENT/SCHOOL PROFILE: SCHOOL AND CONSTITUENCY** |
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| 1. Include a copy of the school profile developed for the most recent accreditation self-study.
2. Update the school profile. Provide any pertinent data not included in the previous report and include the updated profile. Describe the updates and analyze the impact.
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| **PART II: SCHOOLWIDE ACTION PLAN** |
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| In the self-study for the school’s last full accreditation visit, action plans were developed. During the accreditation visit, the committee may have identified schoolwide areas of growth which should have been included in the updated schoolwide action plan.Provide a summary of the progress the school has made on each of the schoolwide action plans, and any additions or revisions you have made to those plans. If the school has made revisions or additions to the schoolwide action plans, please provide a current listing of those plans. |