

## College and Career Readiness Information Document

### **ACT- Benchmark score on any section of the ACT test.**

1. What are the scores required?
  - a. Reading- 22
  - b. Math- 22
  - c. Science- 23
  - d. English- 18
2. When will we see the scores of our juniors' spring tests in the dashboard?
  - a. Beginning in October of 2016, data files will be received from ACT 5 times annually. Data will be uploaded when it is verified and matched to student records.
3. Do other ACT administrations besides the state administration count?
  - a. Yes
    - i. How do these scores get entered?
      1. They will be part of the 5 files ALSDE receives from ACT.
      2. Previously taken tests from out of state will not be part of the files ALSDE receives.
      3. If the score is not reflected in the dashboard, there will be a designated window of time for submitting corrections. Details will be provided in a forthcoming memo.
    - ii. What documentation is required?
      1. Score report which should be maintained as evidence in the student's cumulative record.
4. If a student takes the ACT in the summer immediately after graduation and makes the cut score, will that be counted?
  - a. Only scores for tests taken prior to the student's graduation date will be counted. This includes summer school graduates.
5. Is the highest score or the most recent score displayed in the portal?
  - a. The portal displays the highest reported score attained by a student on each subsection of the test.

### **WorkKeys**

1. What are the scores required?
  - a. A minimum of 4 must be earned in each of the three areas tested: Applied Math, Reading for Information, and Locating Information. This qualifies a student for a Silver Certificate.
2. When will we see the scores of our seniors' tests in the dashboard?
  - a. Beginning in October of 2016 data files will be received from ACT 5 times annually. Data will be uploaded when it is verified and matched to student records.
3. Do other WorkKeys administrations besides the state administration count?
  - a. Yes
    - i. How do these scores get entered?
      1. They will be part of the 5 files ALSDE receives from WorkKeys.
      2. Previously taken tests from out of state will not be part of the files ALSDE receives.

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3. If the score is not reflected in the dashboard, there will be a designated window of time for submitting corrections. Details will be provided in a forthcoming memo.
  - ii. What documentation is required?
    1. Score report which should be maintained as evidence in the student's cumulative record.
4. If a student takes the ACT in the summer immediately after graduation and makes the cut score, will that be counted?
  - a. Only scores for tests taken prior to the student's graduation date will be counted. This includes summer school graduates.
5. Is the highest score or the most recent score displayed in the portal?
  - a. The portal displays the highest reported score attained by a student on each subsection of the test.
6. This is somewhat unrelated, but for employment purposes in our system we require a minimum WorkKeys score of 3 in all three areas. Should we require a minimum of 4?
  - a. The cut score for a silver certificate and the benchmark for accountability is a 4 or above on all sections of WorkKeys for college- and career-readiness. Your score of 3 for employment decisions is a local decision.
7. If previous ACT scores can be used, can previous scores be used for WorkKeys?
  - a. Yes.
8. Is proficiency based on the average of all subtests on WorkKeys if we are using two different administrations of the WorkKeys?
  - a. No. A student must earn a 4 on each subtest, Reading for Information, Applied Mathematics, and Locating Information. If the student has results from more than one WorkKeys assessment, the subtest scores from each assessment may be used to determine a level 4. It is not the average. It is a 4 on each subtest.

### **AP Scores- Qualifying score on an AP exam**

1. What are the scores required?
  - a. 3 or higher on any AP test
2. What is the process and timeframe for getting scores in the dashboard?
  - a. Data is received by the ALSDE from the College Board. Data will be uploaded by the ALSDE into the portal when it is verified and matched to student records.
3. Is the highest score or the most recent score displayed in the portal?
  - a. The portal displays the highest reported score attained by a student on each subsection of the test.
4. How does the state populate the qualifying AP score?
  - a. The SDE uploads this from the College Board.

### **IB Scores- Qualifying score on any IB exam**

1. What is the score required for IB?
  - a. 4 or higher on any IB test
2. What is the process and timeframe for getting scores in the dashboard?

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- a. Data is received by the ALSDE from IB. Data will be uploaded by the ALSDE into the portal when it is verified and matched to student records.
3. Is the highest score or the most recent score displayed in the portal?
  - a. The portal displays the highest reported score attained by a student on each subsection of the test.
4. How does the state populate the qualifying AP score?
  - a. The SDE uploads this from the International Baccalaureate Programme.

### **Military Enlistment - Accepted for enlistment into the Military**

1. What qualifies a student to be counted for military enlistment?
  - a. A student must have completed the formal enlistment process prior to graduation and provide documentation of enlistment. Documented completion of Military Enlistment Processing Station (MEPS) evaluations are also acceptable. Appointments for MEPS are not sufficient.
2. How long after graduation can the student's enlistment be counted towards the school's CCR?
  - a. The enlistment or MEPS process must be completed prior to graduation.
3. Does enlistment in the National Guard count as military enlistment?
  - a. Yes. Any branch of military service counts.
4. If a student enlists in the military after graduation do LEAs still get CCR credit for that student?
  - a. No.
5. Does a student with a "passing" ASVAB score qualify to be counted for this indicator?
  - a. No.

### **College Credit Attainment- Transcribed college or postsecondary credit while in high school**

1. If a student takes a college class that is not counted for any credit on the high school transcript, can it still satisfy the CCR requirement?
  - a. Yes. As long as it is a credit bearing course on the college transcript.
2. What documentation is required?
  - a. A copy of the college transcript or the official grade report from the college.
3. Must it be submitted or just kept as a local copy?
  - a. Local copies should be kept in the student's cumulative record for documentation.
4. Who should record the college credit attainment in iNow?
  - a. The principal or his designee should enter the data in iNow.
5. If a student completes a college course following graduation, can the school count it towards CCR as long as it is before the graduation cohort closes? (i.e. Summer mini-term)
  - a. No. Only credit earned prior to the date of graduation may be counted.
6. Does the college credit earned have to be with an Alabama college/university?
  - a. No.
7. Is the college credit attainment box checked automatically in iNow when the course is scheduled using one of the 900000 course numbers?
  - a. No.
8. Does articulated credit count for the dual enrollment piece?
  - a. No, the student has to be enrolled in college courses during high school. Articulated credit is only earned after graduation upon enrollment in the college.

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### **Career Tech Credential- Approved industry credential**

1. Can a student who is not part of a CTE program have their credential paid for?
  - a. Yes. However, the only method for receiving funds for student credentials is through the Career Readiness Indicator (CRI) Grant. This grant application is done in the fall for the entire school year. As part of the grant, the CTE Director must attest that a plan is in place for determination of the student's readiness prior to the purchase of the exam.
2. Where is the most current list of approved industry credentials?
  - a. The industrial credential link is: [www.alsde.edu/sec/wfd](http://www.alsde.edu/sec/wfd)
3. How are credentials entered?
  - a. Credentials are added to the student record under District Services. A WebEx demonstrating this process can be found at [www.alsde.edu/sec/wfd](http://www.alsde.edu/sec/wfd) under the credentials link.
4. What is the process for requesting the addition of Career Readiness Indicators to the list?
  - a. The CRI list is reviewed in June and December annually. Information on the CRI Review Panel and the process for submitting a new CRI for consideration can be found at [www.alsde.edu/sec/wfd](http://www.alsde.edu/sec/wfd) under the credentials link.
5. Can I count a recognized credential by a student completely outside the LEA or CTE program?
  - a. Yes. For example, a student may earn a ServSafe Manager's credential on the job. If they provide documentation of that certification, it may be entered on their student record in Chalkable through the same process used for all students.
  - b. There should be a person in the LEA designated to enter credentials earned outside of a CTE program. The evidence of that credential should become part of the student's cumulative file.
6. What is the latest date a student can take an industry exam for it to be counted?
  - a. Since CRIs are industry exams, their testing schedules are controlled by third party agencies whose schedules are not aligned with the standard academic year. Students may take approved industry exams through July 19, 2017 to count for the '16-'17 school year. This date will be updated annually to align with the closing date of the CRI Funding Grant which can pay for the tests.
7. What is the deadline for entering a CRI on the student record to count?
  - a. In every instance possible, student iNow records should be updated immediately when the student earns the CRI. Data may be entered until the graduation cohort closes to be counted in the accountability model. However, tests purchased using State funds from the CRI Grant must be entered by the deadline provided in the grant in order to be calculated as part of the required return on investment calculations.

### **General Questions**

1. When will we be required to have this information reported within the iNow portal?
  - a. Entries, updates, and corrections to the data may be made until the graduation cohort closes. This does not mean students may continue to earn these indicators after graduation, only that the data may be updated for that period.
2. Will the new portal pull from iNow?
  - a. Military enlistment, college credit attainment, and career tech credentials are pulled nightly as part of the accumulator process. It may take up to 48 hours for updates to be reflected in the dashboard.

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3. Does a student have to meet one of the College and Career Readiness criteria in order to graduate?
  - a. No.
4. Who will have access to the portal?
  - a. Access is determined and managed by the LEA. In order for a person to have access, they must have the role “CCR” assigned to their profile in the Education Directory. Some examples of individuals for whom it would be appropriate to grant access include: Superintendent, Principals, CTE Director, Testing Coordinator, and Guidance Counselors.
5. Will any of the indicators be weighted more than others?
  - a. No. All College and Career Readiness Indicators are weighted equally.
6. Does the school or LEA receive bonus credit for students meeting more than one indicator?
  - a. No. While the ALSDE encourages LEAs to strive for students to meet as many indicators as possible, there is no additional weight for students who meet multiple indicators.
7. Does every child have to meet every indicator to be counted as College and Career Ready?
  - a. No. A child who meets any one of the indicators will be considered College and Career Ready.
8. Does the college and career portal communicate with iNow?
  - a. Yes. Military Enlistment, College Credit Attainment, and Career Tech Credentials are pulled directly from iNow in the nightly accumulator process. This is a one way link. No data is updated directly in the CCR portal.
9. Is training available for my LEA staff about how to update this information in iNow?
  - a. Yes, training is available by request from the ALSDE. Also, helpful resources can be accessed under the Training and Information tab on [www.alsde.edu/sec/rd](http://www.alsde.edu/sec/rd)
10. Will there be any changes in how high school cohorts are defined for College and Career Readiness?
  - a. No, this will be the same as in the graduate portal.
11. Are the College and Career Readiness indicators going to determine what grade a system will receive (A, B, C, D, F, etc.) in the A-F Report Card?
  - a. The College and Career Readiness Rate will be a portion of the overall grade in the accountability model.
12. In figuring CCR percentages do you use the total enrollment number in the cohort or the number graduating?
  - a. The College and Career Readiness rate is calculated on the number of graduates in the cohort.
13. What is the ideal percentage for CCR?
  - a. The goal is for 100% of graduates to be College and Career Ready.
14. What year will be used for baseline data?
  - a. 2014-2015.
15. When will data be pulled from iNow?
  - a. Data is pulled nightly.