

CENTRAL CALIFORNIA CONFERENCE - OFFICE OF EDUCATION
SENIOR ACADEMY / JUNIOR ACADEMY
CURRICULUM REVIEW ANNUAL REPORT ADMINISTRATORS CHECKLIST

Report for Current School Year: 2015-2016 School: _____

Report for Next School Year: 2016-2017 Principal: _____

- ____ 1. **CURRICULUM REVIEW ANNUAL REPORT** for the 2015-2016 and 2016-2017 school years, submitted to the CCC Office of Education. (**Due on or before Friday, April 8, 2016**). The Annual Curriculum and Accreditation Review – April document can be found at <http://paucedu.adventistfaith.org/secondary-resources>.

- ____ 2. **Senior Academy - UNIVERSITY OF CALIFORNIA "a-g" subject requirements** preliminary course list for participating senior academies. These lists are planned to reflect the exact course titles as they are entered on the high school transcript, and are to include only those courses which meet the "a-g" subject requirements. List is to be submitted to the CCC Office of Education. (**Due on or before Friday, April 8, 2016**). **After receiving a downloaded copy approval from the University of California "a-g" subject courses, submit to our office a copy of your certified high school course list.** (See binder).

- ____ 2a. **Senior Academy** - To expedite the review process, submit an online copy of your updated course list, and supporting documentation for new courses that you may have planned for the 2016-2017 academic year by Friday, April 8, 2016. The University of California wants all high schools to use the online submission web site www.doorways.ucop.edu/update/. The UC website is open for the 2015-2016 cycle. Your most current University of California approved course list can be downloaded and printed from the website at www.doorways.ucop.edu/list/.

- ____ 3. **Senior Academy - CERTIFICATION OF HIGH SCHOOL ADVANCED PLACEMENT COURSES AND HONORS LEVEL COURSES** must be approved by the University of California and the Central California Conference Office of Education before honors grade points are awarded to students. Refer to the CCC Office of Education Honors Level Policy and Pacific Union Conference Education Code C27-124 Advanced Placement courses for participating senior academies. (**Submit information to the University of California on or before Friday, April 8, 2016, and then submit information and approved courses before the start of the 2016-2017 school year to the CCC Office of Education.** The Advanced Placement Courses must be approved by the College Board.

- ____ 4. **ALTERNATIVE PROGRAMS** for Junior and Senior Academies. A school wishing to implement a virtual high school class on distance learning, correspondence courses need to receive approval by the Central California Conference Office of Education and the Pacific Union Conference Office of Education and the University of California, prior to initiating the program. (See Pacific Union Education Codes C11-144, C11-148, C11-152 and binder) (**Due on or before Friday, April 8, 2016**).

- ____ 5. **BRANCH CAMPUSES** {Armona Union Academy & Sierra View Junior Academy; Central Valley Christian Academy & Mother Lode Adventist Junior Academy (Mid-cycle visits); Monterey Bay Academy & Valley View Junior Academy}. (See binder). (Submit information to the Central California Conference Office of Education, due on or before Friday, April 8, 2016). Junior Academies need to submit course outlines and a copy of the Curriculum Review Annual Report to their senior academy partner. (Submit information to the senior academy partner)

- ____ 6. **Senior Academy - COLLEGE BOARD ADVANCED PLACEMENT WORKSHOPS.** Academy teachers interested in offering an Advanced Placement course must complete training from a College Board Advanced Placement Workshop: A verification certificate of workshop completion must be submitted to the CCC Office of Education **on or before Thursday, August**

following website <http://www.apcentral.collegeboard.com>. (See binder)

- ____ 7. **NEW TEACHER ASSIGNMENTS** for authorized classes needs to be submitted to the Office of Education. This pertains to new teaching assignments not included in the Curriculum Annual Report submitted on or before Friday, March 4, 2016. (**Due on or before Thursday, August 11, 2016**).
- ____ 8. **DAILY CLASS SCHEDULE** for the 2016-2017 school year. This pertains to new revisions, not academic courses submitted after Thursday, May 12, 2016. (**Due on or before Thursday, August 11, 2016**).
- ____ 9. **ALTERNATE TEXTBOOK EVALUATION REQUEST FORM** submitted to the CCC Office of Education. The Alternate Textbook Approval Request Form (for Pacific Union Conference schools) needs to be submitted along with the Teachers Edition textbook. **Due on or before Friday, April 8, 2016**. This pertains to **hardback textbooks or e-books** that will be used for the 2016-2017 school year. Please understand that the textbook will not be returned if accepted as an alternate book. **DO NOT REQUEST NEW ALTERNATE TEXTBOOKS AFTER THIS DATE**. (See binder)
- ____ 10. **TEXTBOOK AUDIT** - The Office of Education is requiring a listing of book titles, publishers and copyright dates of all textbooks in use. This information needs to be included with the textbook audit found in your Curriculum Review Annual Report forms. Please attach a complete listing of all textbooks and plans for textbook update purchases. (**Due on or before Friday, April 8, 2016**).
- ____ 11. **CENTRAL CALIFORNIA CONFERENCE GUIDELINES FOR ADDING NEW COURSES FOR FIRST AND SECOND SEMESTERS**. You may add new courses for the first and second semesters that had not been originally approved by the Office of Education at the April 28, 2016 Curriculum Review meeting. (**Due on or before Thursday, August 11, 2016 for the first semester and Thursday, October 20, 2016 for the second semester**) (See binder)
- ____ 12. The **AUTHORIZED SECONDARY COURSE LIST** will be submitted to your school after approval from the Central California Conference Office of Education.
- ____ 13. **Senior Academy - SENIOR ACADEMY DIPLOMAS** – You will need to submit the various graduation diplomas along with requirements that the academy offers in harmony with the Pacific Union Conference and Central California Conference. (**Due on or before Friday, August 11, 2016**).
- ____ 14. **Community Service/Service Learning with an Action Plan**. You will need to submit an action plan using guidelines for Community Service/Service Learning for the 2016-2017 school years. (**Due on or before Friday, April 8, 2016**).
- ____ 15. **AAA/WASC Progress Report for Senior Academies**. You will need to submit a progress report. It is important to include information from my letter located in the binder under AAA/WASC. (**Due on or before Friday, April 8, 2016**). Schools participating in a AAA/WASC accreditation during the 2015-2016 school year do not need to complete a progress report.
- ____ 16. **English Support for International Students**. Students accepting international students must follow the Pacific Union Conference Education Code #C21-110 (See binder). Please submit entrance requirements for student attendance.