

Memorandum

I. Background

The new High School Readiness metrics on the middle school Progress Report will award middle schools credit for preparing students for high school. These metrics include (1) the percentage of all 8th graders who have earned high school credit by the end of 8th grade, and (2) the percentage of the middle school's 2010-11 8th graders who met the criteria for the high school Progress Report's credit accumulation metric for the first year of high school in 2011-12. While these metrics are correlated with high school success, they do not take into account the full range of coursework in our City's middle schools that prepares students for high school.

Therefore, the NYC DOE is piloting a High School Preparatory Course Certification (HSPCC) process to recognize middle school courses that build high school readiness skills and expand the range of courses for which middle schools can earn credit on the High School Readiness metrics. We expect the pilot to be a collaborative experience in which participating schools provide feedback on the methods of evaluation as we work toward a final certification process that can be opened to all middle schools next year.

The HSPCC certifies a specific course, not a school or a teacher.

II. Requirements for HSPCC Pilot Eligibility

1. The course must have **high standards** as defined by the New York State P-12 Common Core Learning Standards (CCLS) and demonstrate results—it should contribute to a greater likelihood of success in early high school for students passing the course.
2. The course must not be a middle school accelerated course (*i.e.*, a high school level course culminating in a Regents exam or state Language Proficiency Exam or an approved high school credit-bearing course), as these courses are already included in the High School Readiness metrics. Examples of middle school accelerated courses include: U.S. History, Global History, Integrated Algebra, Geometry Year 1, Living Environment, Earth Science, English Composition, French year 1, Latin year 1, Spanish year 1, and Italian year 1. Additional information on middle school accelerated courses is available [here](#).
3. The course must be established and have been taken by **at least 25 students who enrolled in a NYC DOE high school by October 31, 2010 and remained enrolled in high school through the end of their 9th grade year**.
4. The course must be **taught in the 2011-2012 school year**, and there should be **plans to continue** offering the course in the future.
5. The course must serve predominately **eighth graders**.
6. There must be a range of **student work and teacher work (assignments and assessments) as well as a comprehensive curriculum and/or scope and sequence document on file** from the course.

7. If multiple sections of the course are offered, all sections should be **horizontally aligned** with similar expectations, assignments, and grading policies.
8. The school must be willing to have a **classroom visitation** by a trained reviewer to observe the course and student work (not the teacher).

III. Process

There are two parts to the HSPCC application process involving quantitative and qualitative evaluations. Schools may nominate **one course** for HSPCC.

Part I of the application **is used for the quantitative evaluation**. The **quantitative evaluation** employs a statistical analysis to evaluate the relationship between passing the course and success in early high school, controlling for student characteristics to ensure fair comparisons.

Part II of the application **is used for the qualitative evaluation**. The **qualitative evaluation** looks at the quality and rigor of a course as measured by the CCLS and how a course develops the academic and personal behaviors necessary for success in high school. The evaluation is based on the information and instructional artifacts provided in Part II of the application. Course observations will further inform the review process.

Courses that pass both the quantitative and qualitative evaluations will be certified. Schools will be notified of final HSPCC decisions by summer 2012.

Courses certified through the HSPCC pilot will receive a two-year certification. Schools may be asked to verify in the second year of certification that the offered course is not substantially different from the course submitted for certification. Once the certification expires, a course may be nominated for re-certification using a modified application process. More information on the re-application process will be available in fall 2013.

Courses that do not receive certification may be nominated again in subsequent years, though we encourage schools to work with their network team and other support partners, and engage with the feedback they receive through the HSPCC application process, to increase the rigor of the course before re-nominating it.

IV. HSPCC Implications

Schools will earn credit on the Progress Report High School Readiness metrics in the 2012-2013 school year for students who pass courses certified through the HSPCC pilot. Courses that are not approved as part of the HSPCC pilot will not appear on the Progress Report, nor will any indication of the course's application for HSPCC.

The DOE has not yet determined how the results of the pilot will be incorporated into the High School Readiness metrics.

V. Supporting Schools

As we prepare for the implementation of the CCLS, the DOE will feature materials and courses surfaced through these applications. By submitting an application, schools grant the DOE permission to share their work. Materials from both courses that are certified and those that are not may be shared on the Common Core Library or in professional development sessions to support schools in deepening their understanding of effective course design.

Any student work shared will be done so anonymously. Teachers will be given the option of having their work credited to them or having it shared anonymously. To reference the current Common Core-aligned tasks and instructional supports, visit:

<http://schools.nyc.gov/Academics/CommonCoreLibrary/SeeStudentWork/default.htm>.

VI. Timeline

Date	Milestone
April 5, 2012	Applications open
April 5, 2012	In-person training for Network Performance Points and Network Instructional Points
May 11, 2012	Applications due by EOD
Summer 2012	Schools notified of final HSPCC decisions

Please visit the [Progress Report Website](#) for additional information on HSPCC. For **technical questions** related to the online HSPCC application process, please email HSPCertification@schools.nyc.gov. For questions related to the **content** of the HSPCC application, please contact your Network Performance Point or email HSPCertification@schools.nyc.gov.