

COASTAL PLAINS HIGH SCHOOL

Course Completion Form Directions

There is a 72 hour deadline from start to finish for the Course Completion Form. The 72 hours begins when the Teacher enters the course's final grade.

Responsibilities:

1. For students who have reached 100% progress in a course, the **Teacher** will *print to .pdf* the Progress Reports from Edgenuity. If the course is an EOC, the Teacher will also *print to .pdf* the last page of the Course Report that shows the USA Test Prep and EOC scores have been entered for students. The Teacher will upload the report(s) to Kami and merge the report(s) to the student's blank Course Completion Form. The Teacher will use Kami to enter the student's full name, course title, course number and final grade on the form then sign and date the form indicating all modules and coursework have been completed. The Teacher will share the file with the Counselor through Kami.
2. Under the Counselor section, **the Counselor** will enter the next course name and course number on the form. The counselor will print his/her name, sign and date the form and share the file with the Registrar through Kami.
3. The **Registrar** will enter the course start and end date at the top of the form then mark the Course "Complete" in Edgenuity. Next, the Registrar will add the next course to the student's Edgenuity schedule. The Registrar will add the final grade to the transcript and then update the student's schedule in Infinite Campus. Under the Registrar section, the Registrar will sign and date the form to acknowledge the transcript and IC & Edgenuity schedules have been updated. Next, the Registrar will *print to .pdf* the copy of the updated Edgenuity schedule and the updated Infinite Campus schedule and merge them with the Course Completion Form then share the complete file with the Site Director.
4. The **Site Director** will verify the coursework has been completed and, if an EOC course, will click on the data analysis folder hyperlink on the course completion form to verify the correct USA Test Prep and EOC scores have been entered on the Edgenuity course report. The site director will also verify the final grade and that the next course on the student's Edgenuity and Infinite Campus schedule match. Under the Site Director section, the site director will print his/her name, sign and date the form in verification. Next, the Site Director will share the form with the Registrar via Kami.
5. The **Registrar** will upload the Course Completion Form that includes signatures in addition to all supporting documents (*progress report, last page of Course Report for EOC course, IC schedule and Edgenuity schedule*) to the student's person documents in IC.

All components of the Course Completion process are subject to the Georgia Professional Standards Commission Code of Ethics Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice.

Revised 06/26/23