

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

Report for Current School Year: 2012-2013 School: \_\_\_\_\_  
Report for Next School Year: 2013-2014 Principal: \_\_\_\_\_

- \_\_\_ 1. **CURRICULUM REVIEW ANNUAL REPORT** for the 2012-2013, 2013-2014 school years, submitted to the CCC Office of Education. (**Due on or before Thursday, March 7, 2013.** The Annual Curriculum and Accreditation Review - September 2011 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. To be submitted to the CCC Office of Education. (**Due on or before Thursday, March 7, 2013.** **After receiving a download 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 2013-2014 academic year by Thursday, March 7, 2013. The University of California wants all high schools to use the online submission web site [www.doorways.ucop.edu/update/](http://www.doorways.ucop.edu/update/). The UC website is open for the 2012-2013 cycle. Your most current University of California approved course list can be downloaded and printed from the website at [www.doorways.ucop.edu/list/](http://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 Thursday, March 7, 2013, and then submit information and approved courses before the start of the 2013-2014 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 Thursday, March 7, 2013.**)
  
- \_\_\_ 5. **BRANCH CAMPUSES** {Armona Union Academy & Sierra View Junior Academy; Central Valley Christian Academy & Mother Lode Adventist Junior Academy; Monterey Bay Academy & Valley View Junior Academy}. (See binder). (**Submit information to the Central California Conference Office of Education, due on or before Thursday, March 7, 2013.** 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 8, 2013.**

There are a number of workshops that take place. Please refer to the 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 Annual Report submitted on or before Thursday, March 7, 2013. **(Due on or before Thursday, August 8, 2013).**
- \_\_\_\_8. **DAILY CLASS SCHEDULE** for the 2013-2014 school year. This pertains to new revisions, not academic courses submitted after Thursday, April 25, 2013. **(Due on or before Thursday, August 8, 2013).**
- \_\_\_\_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 Thursday, March 7, 2013.** This pertains to textbooks that will be used for the 2013-2014 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 Form. Please attach a complete listing of all textbooks and plans for textbook update purchases. **(Due on or before Thursday, March 7, 2013).**
- \_\_\_\_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 25, 2013 Curriculum Review meeting. **(Due on or before Thursday, August 8, 2013 for the first semester and Thursday, October 24, 2013 for the second semester)** (See binder)
- \_\_\_\_12. **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** - 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 Thursday, March 7, 2013).**
- \_\_\_\_14. **Community Service/Service Learning with an Action Plan.** Need to submit an action plan using guidelines for Community Service/Service Learning for the 2013-2014 school years. **(Due on or before Thursday, March 7, 2013).**
- \_\_\_\_15. **AAA/WASC Progress Report for Senior Academies.** Need to submit a progress report. It is important to include information from my previous letter. **(Due on or before Thursday, March 7, 2013).** (Previously sent and located in the binder) Schools participating in a AAA/WASC accreditation during the 2013-2014 school year do not need to complete a progress report.