

A HOW-TO GUIDE FROM EDMENTUM

Credit Recovery Program Planning Guide



How-To
Guide

Credit Recovery Program Planning Guide

This guide has been developed to help you evaluate the type of credit recovery program you are looking to offer, the students you are looking to serve, and the instruction and staffing that will be needed for a successful program implementation. Use the questions below as a reference when planning your credit recovery program.

Implementation



How are you currently serving your population in need of credit recovery?

Virtual or in person

Time of year available

Types of courses being offered

Through a 3rd party



What will the criteria for student eligibility be?

Student request

Cohort comparative data

Teacher/guidance counselor input

Unit recovery



When will the program be offered to students?

Summer break

Before or after school/weekends

Set times during the school day

Anytime, year-round (online)



In which learning environment will the program operate?

Fully virtual

Blended

Direct instruction

Flipped classroom



How will the program be structured?

Program location

Enrollment and completion timelines

Resources for students

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What are the program policies?

Contact for program questions
How will grading be managed?

Contact for course questions
Letter grade or pass/fail grading



How will student progress and program data be tracked?

Technologies and systems
Who will run student intervention?

Who will oversee and monitor data?
Real-time decision-making



What are the expectations for all stakeholders?

Administrators/teachers
Students

Parents



What other resources are needed for a successful program?

Staffing
Curriculum

Technology
Parent communication tool



Can the program easily grow?

Are scalability and flexibility concerns?
Can more students be added?

Can more course choices be added?
Can students pick up where they left off?



What are the expectations for the program content?

Is it aligned to curriculum standards?
Do courses need to be customized?

Must students complete the entire course to earn credit?

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Stay on Track



What procedures do students need to learn to navigate the program?

How to ask for help

How to navigate to assignments

How to log in and out of the program



How will teachers be available for content questions?

Via email

In the classroom



When will students have consistent time to access content?

During designated lab time

Before and/or after school

At home as homework



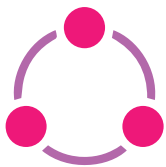
In what ways can instructors check-in with students to discuss progress?

Weekly progress meetings

Whole-group knowledge check

One-on-one tutoring sessions

Parent-teacher meetings



How will instructors encourage collaboration?

Group projects

Contests

Class and/or threaded discussions

Communication tool or social media



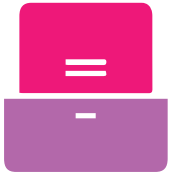
How will students take notes?

Notebook (physical or virtual)

Built-in notetaking feature in program

Online resources (such as Evernote or OneNote)

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What should be included in a physical portfolio to keep student work organized?

Copy of student contract

Notebook

Course tracking sheet and progress reports

Offline documents (if applicable)

Program Management



What should you discuss during regular progress meetings with students?

Pacing

Areas of improvement

Strengths

Unanswered questions



Have communication strategies and areas of responsibility been reviewed by all stakeholders after initial expectations were shared?

Administrators/teachers

Parents

Students



What topics should be discussed during educator group meetings?

Educator meeting scheduling

Instructional issues

Student attendance and engagement

Reporting best practices

Remediation strategies



What are ways you can customize a credit recovery curriculum?

Rearrange curriculum to create custom resources

Flexible assignment option to meet student interests

Import instructor-created content (documents, web links, presentations)

About Edmentum

A world-class partner you can trust

Edmentum is founded in innovation and committed to being a trusted partner to create successful student outcomes everywhere learning occurs. We can give you the resources – and the expertise – to leverage the power of effective learning solutions.



Grades K-12



US, UK & International Curricula



Supports Various Learning Models



Subject Coverage



Growth

We know that not every student learns in the same way and at the same pace. Edmentum puts individual student growth first - giving students the tools to take control of their own academic journey while providing educators insight to facilitate targeted support.



Assessment

Our products come with rigorous assessment options, including diagnostic assessments, online tests, high-stakes test preparation, and more. The testing options can help you pinpoint exactly where students are at in their learning.



Research

All of the product developments we make are fuelled by your opinions, feedback, and research. Our research papers and case studies will help you gain a deeper insight into our success in supporting schools around the world.



Curriculum

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