

WASHINGTON STATE PASS PROGRAM

SUCCESS HANDBOOK



WASHINGTON STATE PASS PROGRAM
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RECOVER YOUR CREDITS,
EMPOWER YOUR FUTURE

The Success Handbook for the PASS Contact Person is a work in progress. Great care has been taken in the preparation of the Handbook. However, neither the Washington State PASS Program, nor the Sunnyside School District assumes any responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein. If you have any questions or concerns, please email PASS at pass@msdr.org or call (509) 837-2712.

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WELCOME TO THE PASS PROGRAM!

Purpose

The Portable Assisted Study Sequence (PASS) program offers high school courses that students can complete semi-independently to make up credit deficiencies.

Providers

The Washington State PASS Program in Sunnyside provides the PASS curriculum to schools and agencies for use by migrant qualified students enrolled in Washington schools. Washington State PASS Program is funded through the Federal Title I, Part C grant administered by the Washington State Office of Superintendent of Public Instruction (OSPI), Division of Migrant and Bilingual Education.

Districts seeking PASS for non-migrant qualified students may visit the National PASS Center for a directory of distribution sites: <https://npcpass.com/>

Features

- Courses are divided into five units. Enroll the student in just the units needed.
- Scope and sequence of course remain consistent despite mid-course move to another school district.
- Curriculum is accredited. Majority of courses are aligned with Washington state academic learning standards by the National PASS Center.
- Students earn .1 Carnegie credit for each unit successfully completed.
- Credit is documented on a Sunnyside School District transcript.
- Many courses are available in Spanish translation.
- Washington State High School Generic Codes are assigned to all PASS courses to expedite placement decisions.

Curriculum

Unit by unit scope and sequence descriptions are offered in the Course Descriptions Manual, available at www.msdr.org. The PASS curriculum offers courses to meet Art, English, Physical Education, Mathematics, Science, and Social Studies graduation requirements. An additional course (Four Ps) is designed to meet Washington's culminating project graduation requirement.

How PASS Is Designed to Work

1. **Local school** can decide to offer PASS as a credit accrual alternative and retain student FTE.
2. **School administrator** designs an effective local PASS curriculum delivery model, and authorizes a local educator to serve as a PASS Contact Person using Form A.
3. **Academic counselor** places students in PASS and selects courses.
4. **PASS Contact Person** enrolls students using an online enrollment feature, receives the course, starts student on first unit, mentor students regularly in course materials each week to promote steady progress, and proctors each unit test.
5. **Student** completes one 18 seat hour unit each 30 days or less. Five units per course.
6. **Certificated content experts** in the local school provide brief, targeted tutoring to supplement course instructional content by request.
7. **School registrar** receives Sunnyside School District transcript. Potential of .5 credit/course.

Cost

PASS courses are offered free of charge to Washington-qualified Migrant students by the Washington State PASS Program.

The PASS Program will provide supplemental course materials to the districts when requested. Migrant students enrolled by non-migrant funded districts will automatically receive supplemental course materials.

Important Dates to Remember

08/18/xx - Summer Essays/Art Work Due

- This is the last day to submit essays and artwork for scoring to ensure grading of the unit test in the same enrollment term.

08/23/xx-06/14/xx - Regular School Year Term

- Active PASS enrollments processed between this date range will be auto withdrawn on 06/14 each year. Courses in which at least one unit test was taken will generate a transcript indicating if credit was earned.

06/15/xx-08/22/xx - Summer School Term

- Active PASS enrollments processed between this date range will be auto withdrawn on 08/22 each year. Courses in which at least one unit test was taken will generate a transcript indicating if credit was earned.

09/15/xx - MSIS Building Enrollment Required

- On or after this date, PASS will verify the student is enrolled in a building by checking if the local migrant funded records clerk has enrolled the student in a building in the Migrant Student Information System (MSIS). To avoid delays in processing PASS enrollments, PASS contacts are encouraged to check with the local records clerk to verify the students who need PASS have a MSIS building enrollment processed for the current school year and/or summer term.

08/23/xx-10/15/xx - Retain Access to the PASS Database

- Submit a Form A for the new school year to retain access to the PASS database.

10/16/xx - PASS Accounts Inactivated

- PASS will inactivate PASS database accounts for users who have not yet submitted a PASS Form A for the school year. To reactivate an account, simply complete a Form A and email to PASS@msdr.org for processing.

05/15/xx - Senior Enrollment Deadline

- This is the last day to submit enrollments for seniors graduating in spring of the current school year. Any senior enrollments submitted after 05/15 will be reviewed and considered for approval on a case-by-case basis.

06/10/xx - Regular School Year Essays/Art Work Due

- This is the last day to submit essays and artwork for scoring to ensure grading of the unit test in the same enrollment term.

EFFECTIVE LOCAL PROGRAM DESIGN

The ultimate design of a local PASS curriculum delivery model resides at the local district level where students are being directly served. Resources available through the PASS database or upon request:

- PASS Program Design Guide – four step process to establish, monitor and evaluate effectiveness of a local PASS curriculum delivery model.
- Cost Effectiveness and Instructional Delivery Study -- four curriculum delivery models found in 49 Washington school districts are compared. Which is most effective in terms of local staff time expended per PASS unit earning credit for a migrant student?

The most cost-effective and successful model produced impressive results for 344 migrant students, who earned credit for 401 PASS Courses in the 2021-2022 School Year. Individually or in small groups, they received encouragement and support from a certificated teacher or paraeducator in regularly scheduled sessions outside the school day. This table contrasts results of the most and least effective models.

| PASS curriculum delivery model | Staff hrs. per course unit for which credit was granted | % of enrolled units for which credit was granted | Average unit grade earned |
|---|---|--|---------------------------|
| <p>Most effective: Consistent, scheduled individual/small group instructional support outside regular school day</p> | 1.80 | 96.39% | 82.50% |
| <p>Least effective: Unit materials are provided to student, who studies independently without instructional support and returns ready to test.</p> | 5.30 | 41.39% | 68.21% |

Source: Cost Effectiveness and Instructional Delivery Study available at www.msdr.org

General Suggestions for Building Administrator

Choose a motivating, organized and effective PASS Contact Person (PASS CP). The relationship this person has with enrolled students makes a big difference in student success. Fluency in the students' primary language is helpful.

For best success, PASS CP will work with individual or small groups of PASS students at least 2 hrs./wk., optimally outside the regular school day, varies with local program design.

Encourage certificated teachers to provide brief, targeted tutoring to PASS students at request of the PASS CP.

Conduct educational team meetings, as needed, to identify individual students' needs, make best use of available resources, and modify the local curriculum delivery model to achieve desired goals.

PASS EDUCATIONAL TEAM

PASS Program Contact Person (CP)

Several educators in the local school each have an important role in supporting a student's success in PASS.

Local educator authorized by your school or agency to perform essential PASS Program roles in compliance with published procedures. Needs Internet access and a computer the students can use during supervised online tests.

Any member of the educational team, including a **classified employee**, can serve as a PASS CP when primary functions will be:

- Help academic counselors choose PASS course and units.
- Enroll student in PASS. Provide materials to students one unit at a time.
- Preserve confidentiality of student records, unit tests and mentor manuals.
- Help students establish and achieve milestone goals in course. Encourage effective study skills. Reinforce effort and improvement, as well as success.
- Arrange tutoring by content specialist when student struggles with concept in unit workbook.
- Proctor online unit tests in sequence in accordance with current PASS procedures (Success Handbook), and testing notes for the unit (available online with test).
- Review test score. If C or higher, start next unit. If D or lower, guide review for retake test. Then start next unit. Keep family informed.
- Advocate for the student.
- Communicate with PASS office on behalf of student, family, and school or agency.
- Verify registrar received transcript.

Note: Only a **certificated teacher** can directly provide or personally supervise formal teaching activities that add substantially to instructional content of PASS course materials, or score local assignments required in some PASS courses.

Other PASS Team Members

Important roles of the school/agency administrator designing and overseeing the local PASS curriculum delivery model are described in the PASS Program Design Guide available upon request or by logging into the PASS database: www.msdr.org.

PASS Team members the PASS CP can involve:

1. **Certificated content experts** – Provide brief targeted tutoring to supplement instructional content of the PASS course by request
2. **Test Proctor** – Local educator trained and supervised by the PASS CP to supervise online unit test sessions. Needs password (Form A).
3. **Migrant Records Clerk** – Can provide building lists of migrant qualified students. Counselor's source for documentation of partial coursework for which no credit may have been granted in students' previous schools. Needs copy of student's withdrawal form reporting partial coursework for which no transcribed credit was issued.
4. **Migrant Recruiter, Graduation Specialist (MGS), and/or Student Advocate (MSA)** – Personally acquainted with student and student's family; can encourage their support for the students, check in with students.
5. **Community Volunteer** – PASS courses are ideal for one-to-one mentoring programs of a school, or an agency working closely with a school.

PASS CONTACT PERSON (CP)

Summary: Role of a PASS Contact Person

Learn and carefully **follow published procedures** designed to standardize PASS curriculum delivery.

Maintain **confidentiality of student data** protected by Federal law. Safeguard access to the personal password to the PASS database.

Closely **monitor access** to course Mentor Manuals and unit tests. Promptly report unauthorized access, as well as testing discrepancies, to the PASS Program.

Order specified units of the PASS course identified by the student's academic counselor. Order course supplemental materials required by students to complete the course.

Communicate with the **student's family** and **academic counselor**.

Maintain **student motivation** and **steady progress** in the course through effective project management techniques (goal setting, monitoring timelines and progress, identifying and overcoming obstacles). Obtain support of other PASS Team Members.

Meet with the student on a regular basis for individualized attention and personalized support. Review completed and in-progress work. Establish and maintain a caring, encouraging, supportive relationship. Convey high expectations. Open doors to resources and opportunities.

Support the student in **reviewing course unit materials** in preparation for the unit test.

Proctor the (typically online) unit test in a supervised setting following standard, published procedures. If a grade of D or F is earned on the unit test, compare the student's workbook answers with correct answers in the course Mentor Manual. Provide enhanced support to prepare the student for a test retake (limit one per course unit).

Verify that the **building registrar** received the course transcript from Sunnyside School District, Washington, and that credit is transferred as intended by the academic counselor. Grade is averaged over course units completed within the enrollment period. Earns .5 credit per semester course.

Who Can Serve as a PASS Contact Person?

Any person (a) authorized by a school administrator, or an agency working with a school, and (b) who agrees to serve as a PASS Contact Person (CP).

Relative. The PASS CP may serve a student who is their relative only with advance written permission of the PASS Program Director and shall not proctor the related student's unit tests.

Become a PASS Contact Person

With the administrator overseeing PASS in your school or agency, complete and submit **Form A**.

Password to PASS Database

- Why is it needed? For access to confidential student data from PASS. PASS CP or Test Proctor uses password to initiate an online test.
- How is it received? Automatically issued in writing when completed **Form A** is received by the PASS Program.
- Your exclusive use. Do not share your password with anyone.
- Change your password online when prompted, and more frequently if you wish, to assure its security.
- PASS responsibilities only. When your job assignment no longer includes PASS, call your PASS Help Desk and ask that your password be deactivated.
- Lost password? Contact PASS to reset your password. Passwords are not provided over the phone.
- Unauthorized use? Change your password and call your PASS Help Desk.
- The PASS Program reserves the right to change or inactivate a password to the PASS database at any time and without prior notice.

Inactivation of PASS Database Access

The PASS Program reserves the right to deactivate an educator's status with PASS upon written notification to the principal or director of the educator's school or agency. A new PASS Educational Agreement and Password Request Form A must be completed and submitted to PASS annually by October 15th of the current school year. All users who have not submitted a new Form A, will be deactivated.

Essential Resources

Success Handbook

- Policies and procedures to give every PASS student an equal chance to learn and demonstrate what they learn.
- Quick and easy reference for PASS Contacts.
- Updated Fall of new school year, or as needed during the school year.

Course Descriptions Manual

- Scope and sequence of each course
- Languages and reading levels (back cover)
- Course materials needed for unit
- Tips for PASS CP about labs, etc.
- Updated Fall of each school year or as needed during the school year.
- Hyperlinks to State Standards alignment charts

Program Design Guide

- This guide assists with determining if students in a district may need PASS and tools and resources for designing an effective local PASS delivery model.

Washington State PASS Credit Accrual YouTube Channel

- This YouTube Channel was developed as a resource for Washington State PASS programs and students. The channel includes resources and tutorials. Subscribe at:
<https://www.youtube.com/channel/UC-65tLxfR4883Mer3w8qyag>

Online Resources at www.msdr.org

Available without password:

- Placement Resource for Secondary School Counselors
- PASS Awards Nomination Forms
- PASS Actions Requiring one of the Printed Forms Below:
 - Become a PASS Contact Person or Test ProctorForm A
 - (School administrators) Obtain a password to review rataForm A
 - Borrow course for 30 days as part of a placement decisionForm B1
 - Counselor recommendation for PASS course credit requirement..... Form B3
- School District MEP Directory
- Links to other Migrant Education Offices

Additional online resources available with password:

- Course Supplemental Materials and Course Kit Supplies
- PASS actions conducted online:
 - Student enrollment
 - Testing
 - Drop an active enrollment and order a transcript
 - Student Alerts
- Critical reports for data analysis:
 - Student Grade Report (by individual course)
 - Detailed Student and Course Information Report
 - Goals Report Card
- Course Mentor Manuals (unit workbook answers)
- Unit tests and retake tests, including Notes for the Test Proctor
- Writing prompts for unit test essays, papers, and artwork
- Scoring science course labs handouts

PASS Help Desks

Help as close as your phone year around. Call (509) 837-2712 or email PASS@msdr.org.

Duty to Comply with Published Policies and Procedures

PASS CPs and Test Proctors are required to comply with current PASS policies and procedures published in the Success Handbook, and in testing notes (see online tests and Course Descriptions Manual

Records Management

To monitor student progress, use the online Detailed Student and Course Information Report to monitor course status. Online student alerts and your own calendar of planned unit test dates help.

To learn tips unique to that PASS course, review the introduction to the course Mentor Manual, available with password through the PASS Database.

Store teacher's texts and mentor packets in a location easily accessible to you but not the students. If using printed tests, store them in provided mailing envelopes in a secure course management folder filed by student name. Shred unused tests when the enrollment ends.

To give the student ready access to needed materials, keep a copy of the student's milestone calendar, high school and beyond plan, and current unit materials in a location accessible to the student.

Keep each student's unused course materials organized for use solely by that student, preferably in the plastic bag in which they were shipped. Label the bag with the enrolled student's name.

Retention of Records

Unless otherwise instructed in the Course Descriptions Manual, completed student workbooks are required to be safely stored by the PASS CP two weeks after the transcript is received.

Mentor manual, textbooks, and mentor packet materials are retained in a local PASS lending library or secure Contact Person file cabinet and reused. Unused course materials are retained for future use or returned. Follow building practices for destruction of confidential student records, including completed student workbooks.

SUGGESTIONS FOR PASS CONTACT PERSONS

Two hours per week

- Enhance student interest in the course; mentor the student; promote access to resources.
- Meeting with a small group of PASS students regularly outside the school day is especially effective.
- Utilize school volunteers and community resources.

Appropriate reading skills

- Students must possess requisite skill to succeed through PASS.
- Ask for help to assess the student's reading level.

Nurture self-confidence

- Relate current work to past accomplishments; provide necessary supplies/materials.
- Review homework; look up answers; provide feedback promptly.

Enhance motivation to succeed

- Enroll the student in just the units needed to finish a partially completed course.
- Talk about the benefits of graduating from high school frequently, and how this course helps reach that goal.

Persist in completion

- Help the student continue this course between regular and summer school.
- Discuss how the student can resume work on the course after leaving your school.

Make the task achievable

- Assist the student in developing a timeline of milestone goals, lesson by lesson (30 days per unit).
- Record progress regularly on the PASSport to Success.

Involve the student's family

- They need to know that the PASS course satisfies a graduation requirement and requires study outside the school day.
- Help students plan celebration events that include their families.
- Provide printed grade reports promptly.

Relate course to the student's world

- Creatively relate course content as solutions to challenges faced by this family.
- Recruit community leaders and organizations to reinforce the long-term value of what is being learned.

Access the Expertise of Teachers and Administrators

- Arrange for targeted tutoring to master a difficult concept.
- Share PASS success stories.
- Encourage review of PASS curriculum.
- Enlist the support of certificated teachers to score specific PASS assignments (see unit test notes).

Goals for Success

The online PASS Goal Report Card accessible with your password reports your success in achieving three goals:

1. **Completion Rate:** At least 70% of your PASS students earn credit from the enrollment,
2. **Satisfactory Progress:** completing a unit test every 30 or fewer days,
3. **Grade:** earning an average grade of 70% or higher.

Washington educators enrolling migrant students in PASS at Migrant Education Program expense are required to achieve these goals at the building level. See "State PASS Standards."

COURSES AVAILABLE IN PASS**Courses**

PASS offers high school courses in Art, English, Health and Fitness, Mathematics, Science, Social Sciences, and Electives. See list on back cover. Compare courses using resources in the *Course Descriptions Manual* offered at www.msdr.org.

Washington Learning Standards

Most PASS courses offered are aligned with the Essential Academic Learning Requirements (EALRs), as identified in the Course Descriptions Manual (see back cover).

As new and revised courses are released, they will now be aligned with Common Core State Standards (CCSS).

30-Day Preview of a Course: Form B-1

Any educator in a school (or agency working closely with a school) may preview a PASS course without obligation. Within 30 days, either:

- Enroll a student in that course, or
- Return the materials in new condition

Languages

All courses include student workbooks and examinations available in English. Many courses and examinations are also available in Spanish.

PASS Course Materials Copyrighted

Course materials are the property of Sunnyside School District, OSPI and the U.S. Department of Education, and protected under copyright laws. PASS course materials developed in Washington State may not be reproduced in full or in part without the express written consent from the Washington State PASS Program.

Accreditation

PASS courses offered through the Washington PASS Program for which credit is issued by Sunnyside School District.

DOES THIS STUDENT QUALIFY FOR PASS?

When to Choose PASS

Consider PASS when the student cannot complete a graduation requirement or make up a credit deficiency through the regular classroom schedule or summer school course offerings in time to graduate from high school with age-level peers.

Eligible Students

The local school decides which students are offered the opportunity to be enrolled in PASS. All PASS courses are available for students in 9th to 12th grades.

Students must be enrolled in a building of the district full- or part-time. Home-schooled or suspended students are eligible at the discretion of the building principal.

Students enrolled in online schools may be eligible for PASS if the student is enrolled in an online school that is listed on the Washington State Approved Online Course Providers list, there is a designated contact person who will serve as a PASS contact to provide ongoing support and proctor unit test, and the online school or local school district are willing to honor and are an educational entity that is able to accept and transcribe the transfer credit earned towards meeting the local and state credit graduation requirements. A list of approved Washington State Approved Online Course Providers can be found at: <https://www.k12.wa.us/student-success/learning-alternatives/online-learning/approved-online-course-providers>.

7th – 8th Grade Students

PASS courses are available to 7th and 8th grade students when the enrolling middle school has collaborated with the local high school to accept PASS high school credit for these courses.

Note: Posting advance high school credit earned in PASS to the local high school's transcript is subject to the local school district's policies.

Home-Schooled Students

When eligibility conditions are met, the PASS CP will enroll the student in PASS, provide unit materials to the student's home-schooling teacher, proctor the online unit tests, and provide grade reports and the PASS transcript to the student's home-schooling teacher.

Expelled Students

Local school district policy dictates whether a student who has been expelled from school is eligible for placement in PASS during the expulsion period.

Characteristics of Successful PASS Students

Students most likely to succeed in PASS often possess these characteristics:

- Either possess a 2.0 or higher GPA, or are now motivated to graduate from high school
- are now, or because of their highly mobile lifestyle are likely to become credit deficient and understand how the PASS course is helping them achieve their goal to graduate from high school
- Read with good comprehension at or near the reading level identified in the *Course Descriptions Manual*
- Self-disciplined enough to study about six hours a week in the course
- Able and willing to meet regularly with their PASS Contact at mutually agreeable times

Situation Resulting in Credit Deficiency – English Language Learner

On the enrollment form, the PASS CP is asked to identify which of a list of circumstances has most contributed to the student’s credit deficiency. One of these deserves clarification: “Limited in English and unable to complete this course in regular classroom setting”. Some English language learners who cannot yet keep up in a classroom have a better chance to succeed when course content is presented in a focused environment with extra learning aids, self-pacing and individual support. These are the students for whom this choice on the list may be appropriate.

PASS AND WASHINGTON MIGRANT STUDENTS

PASS Designed for Migrant Students

- Supports the mobile student, using same course scope, sequence and book though a course may begin in one district and completed in another.
- No computer or Internet access required.
- Students may study whenever competing priorities of family, work and school permit.
- PASS accelerates credit accrual, allowing a student to catch up with age level peers through studying outside the regular school day.
- PASS is cost effective, since one local educator can mentor several students, each completing a different course.
- Permits a student who is temporarily prevented from attending school to continue to study and learn, then test on completed units upon return to school.
- Flexibility to enroll in part of a course reassures the student that partially completed coursework in a classroom is acknowledged and will earn credit toward graduation.
- Many courses are offered in Spanish.

Migrant Status

In Washington, two things must be true to qualify a student as “migrant.” The student:

1. qualifies under the federal definition of “migratory child” (see glossary), and
2. is enrolled in the Migrant Student Information System (MSIS) database (see glossary) maintained by the Migrant Student Data, Reporting and Support (MSDRS) office.

Who Interviews the Student’s Family?

Is the district receiving a migrant program grant through OSPI?

- **Yes.** An educator in your district is funded as a Migrant Recruiter and trained to interview the family and assess eligibility.
- **No.** An OSPI Identification & Recruitment Specialist serves your region. To request a family interview to determine eligibility for benefits, Contact Carlos Gonzalez, Assistant Director of Migrant Education ID&R, at (360) 819-0991 or carlos.gonzalez@k12.wa.us. Washington school districts may apply to OSPI for migrant program funding.

Period of Eligibility

It ends three years after the Qualifying Arrival Date (QAD) designated on the current Certificate of Eligibility form, or the student's 22nd birthday, whichever is earlier.

Priority for Service (PFS) Migrant Students

Among migrant students who are failing or at most risk of failing to meet the State's challenging academic content and achievement standards, priority for services (including PASS courses) must be given to migrant students who have made a qualifying move within the previous one-year period, per Federal law. See your state's Migrant Education Program Guidelines for further detail. In Washington, the Guidelines are available through the OSPI website.

Continuation of Service (COS)

Federal law limits circumstances in which the student may continue to receive MEP funded services after the three-year period of eligibility has ended (see Glossary).

Prior to serving a COS student in PASS, the student’s building must have documentation on file confirming that:

1. The students’ unmet educational needs are not addressed by the general school program, and
Migrant students who have priority for service have already been served.

PASS CPs are encouraged to seek guidance from their district's Federal Projects Director overseeing the MEP grant before submitting a PASS enrollment form for a COS student.

School Counselors and the MSIS Database

The Washington Migrant Student Information System database helps counselors of migrant students obtain immunization, health and education records promptly. To request a password, visit www.msdr.org.

Partial coursework. "Unresolved" coursework included in the database is taken from high school withdrawal forms, and documents seat hours and grades earned for which the student may never have received transcribed credit. Completing the remainder of the course through PASS often satisfies the counselor that full credit may now be awarded and transcribed.

WASHINGTON STATE PASS STANDARDS

OSPI challenges administrators, counselors, teachers and PASS Contact Persons at school buildings utilizing this curriculum to thoughtfully place migrant students in PASS when appropriate and then ensure they receive the support needed to succeed.

Achievement Required School

To retain access to the PASS curriculum for migrant students using MEP funding, achievement of three State PASS Standards at the building level is required each school year.

Strategies to Achieve Standards

A menu of strategies that help Washington school districts achieve the State PASS Standards follows. The first section of this handbook offers additional guidance and resources.

State PASS Standard One: Completion Rate

Districts enrolling migrant students in PASS maintain a 70% completion rate by building.

PASS Program support provided:

- Online PASS Goal Report Card provides one-page administrative overview of student success through PASS in the building. Enrollments that ended without taking a test (“non-attempts”) are now reported separate from other PASS enrollments in the Summary of Enrollment and Credit Information section.
- Online resources at www.msdr.org support evaluation and enhancement of the local program delivery model.

State PASS Standard Two: Satisfactory Progress

Migrant student’s progress steadily in PASS, completing a unit test every 30 or fewer days.

PASS Program support provided:

- Course expiration date included on every grade report.
- Thirty (30) day written notice to PASS CP prior to enrollment period expiration.
- PASS Goals Report and Detailed Student and Course Information Report updated daily and accessed online with password.
- Student inactivity alerts provided online. (Inactivity is defined as 30 calendar days with no unit test or retake test completed.)

State PASS Standard Three: Mastery of Instructional Content

School staff make appropriate placement decisions and provide needed support, as reflected by all enrolled migrant students achieving an average PASS grade of 70% or higher.

PASS Program support provided:

- Students are required to complete the unit workbook before taking the unit test. PASS Contact Person receives, reviews, and retains the workbook and certifies on the PASS test screen that the workbook has been completed.
- Guidance in placement decisions is offered on the enrollment form, and in “Does this Student Qualify for PASS?” and “Enrolling a Student in a PASS Course” sections of this handbook.

ENROLL A STUDENT IN A PASS COURSE

The PASS Alternative

Washington high school students earn needed credit through PASS every year. Access to a variety of placement options including PASS helps the academic counselor select an alternative in which the student is most likely to succeed. A student's access to PASS course materials is limited to course units in which actively enrolled.

Overview of PASS Enrollment

1. Counselor chooses PASS as proper placement and identifies course and units.
2. PASS CP meets with student and student's family and completes a learning contract.
3. Student is enrolled in PASS using an online form.
4. Student is paced and tutored, then tested online.
5. Student completes course and a transcript is sent to registrar.

Placement Considerations

- Among enrolled migrant students, Priority for Service migrant students must be served first by Federal law. See Glossary.
- Can the student make up a credit deficiency through enrollment outside the regular school day in a scheduled class with other students guided by a certificated teacher?
- Is the student's reading level sufficient to succeed through the written PASS course? (See Course Descriptions Manual.)
- What most interests this student? How can that interest be linked to the PASS course?
- What support can your school offer to help the student succeed?
- Has the student previously been successful in alternative placements such as PASS?
- Which PASS course articulates best with the course the student would have completed in your local school to meet this requirement? Provided State High School Generic Course Codes can help in this decision. See Placement Resource for Secondary School Counselors, or the back cover of the Course Descriptions Manual.
- Has the student partially completed any course that could now be finished through PASS units for full credit?

Additional Summer School Placement Tips

- Is the student already enrolled in PASS from spring? Ask the academic counselor or call your PASS Help Desk.
- In what courses is the student already enrolled for fall term?

How Many Units of the Course?

Enroll in the number of units the student can realistically complete in the enrollment period. Plan 18 seat hours per unit, or 90 seat hours per five-unit course.

Migrant student? Suggested limit is 6 PASS units at any one time.

Enrolling Your Student Online

- To enroll a student, you must be an authorized PASS Contact Person with active status, a username and database password (use Form A).
- Note: PASS database users who also have access to MSIS must have different passwords for each database.
- The student must be enrolled in the school building your Form A authorized you to serve. In rare instances, you may be authorized by your building administrator to serve a student not enrolled in your building through PASS.
- Online enrollment is fast and easy. Go to www.msdr.org. Enter your username and password. Once logged into the PASS Database, from the Navigation Menu, choose Online Enrollment and complete the form. Print a copy for your records if desired. Click Send Enrollment.
- Questions? Call your PASS Help Desk at 509-837-2712.

Enrollment Tips

Enter MSIS Student I.D. number accurately. Please double check.

- Separately select each course unit number desired.
- Need printed tests? Only available when the student is unable to test online, either due to lack of computer access or accommodation required by the student's IEP.

Spring Graduating Senior

May 15th is the PASS enrollment deadline for spring graduating seniors. Please allow sufficient time for issuance and receipt of the PASS transcript prior to your local deadline.

Prior Success in PASS Reviewed

When the student's previous history in PASS reflects no tests taken, or a grade below 60% averaged across tested units in an enrollment, the PASS CP will be asked to identify additional support to be offered, and to describe the student's motivation to complete the enrollment successfully. These questions will pop up automatically within the online enrollment form.

Shipment of PASS Materials

PASS ships weekdays year-round. Shipping is UPS Ground or US Postal Service. The PASS Database offers the option to track your PASS shipment.

All Course Packets Include:

- Student workbook for each unit. The shipment will also include a student notebook, highlighter, pen and pencil, bookmark, and PASSport to Success. NOTE: Mentor Manuals (workbook answers) and some PASS produced course supplemental materials are offered online from the PASS database with your password.
- Supplemental Materials Kit for course (upon request)

Migrant Enrollments from Non-Migrant Funded Districts Course Packets Include the Additional Items:

- Textbook(s) (to be housed in lending library by the CP). Supplied only the first five times your school orders the course.
- If the teacher copy of a textbook is supplied, reuse is required.
- Unit kits that contain most supplemental materials. List of items needed locally, if any, is provided. Reuse of these materials is suggested.
- A Mentor kit of higher value equipment needed by the student is supplied upon request, limit 1. Subsequent requests are available at cost.

The PASS Program appreciates return of excess PASS textbooks for reuse. Call first to verify that edition is still being used.

Course Materials and Re-Use Policy

Migrant students enrolled by non-migrant funded districts will receive supplemental course materials unless otherwise specified on packing list. The PASS Program requires that PASS Contact Persons reuse mentor kits, calculators, and teacher textbooks provided the first-time certain courses are ordered. Packing lists will identify non-consumable lending library items shipped with quantity limitations, and items are expected to be a part of the Contact Person's lending library. Shipping exceptions may be requested at the time of enrollment.

ENROLLMENT PERIOD

An enrollment period is that period of time during which a student is authorized to study and test on enrolled units of PASS course materials under the supervision of a PASS Contact Person.

When Does the Enrollment Period Begin?

The day a student is formally enrolled by the PASS Program. Enrollment is confirmed by the Student ID PASSport mailed with course materials, or by checking your Detailed Student Activity Report online.

When Does the Enrollment Period End?

When the first of these occurs:

- A unit test has been scored for each enrolled unit and either a) the final unit test score did not qualify for a retake test, b) the contact declined the retake test, or c) the time frame a student is eligible to retake test has expired
- An online drop is submitted, or the student's PASS enrollment is dropped upon request by contacting the PASS Program via email pass@msdr.org or phone 509-837-2712.
- (Regular school year enrollments) June 14 Auto Withdraw
- (Summer school enrollments) August 22 Auto Withdraw

How to Drop (End) a PASS Enrollment

End the enrollment period, so a transcript is issued by dropping a student when they are no longer actively working on PASS coursework.

1. In the PASS database, choose the tab "View Student."
2. Enter student info. SEARCH. Click box by your student's name.
3. Choose the course. Click the RED X icon.
4. Choose the drop reason. PROCESS DROP.

While awaiting the PASS transcript, provide a printed Student Grade Report to the counselor. Your Migrant Records Clerk can help you learn if the student has moved out of your district. A student relocation Form C is available to support a student in continuing their PASS course work at another school.

Unused course materials. You may return unused course materials if the course was not used or transfer the course to another student. No student may be given access to these materials until he or she has been formally enrolled through PASS.

A student relocation Form C is available to support a student in continuing their PASS course work at another school.

Minimum Time to Complete

Courses require an average of 18 seat hours per unit, or 90 seat hours per course. Expecting a 5-unit course completion in less than 90 days is generally unrealistic.

Re-enroll in Untested Units

When a student was unable to complete all enrolled units before the PASS enrollment period ended, and the PASS CP possesses all untested course unit materials, that same student may be enrolled again in the untested units. This option is generally available only while the original course remains the currently shipped version. Students may only re-enroll in untested units of a discontinued course until March 15th of the succeeding school year.

Please call the PASS Help Desk for further details. A student's prior performance in PASS may require an assurance of enhanced support before a new enrollment will be approved. Examples:

- A supervised after school setting for focused study
- Scheduled tutoring with an expert in the course's content
- Assistance in developing effective study habits
- Compare answers in unit workbooks with Mentor Manual to ensure students are learning intended content in preparation for test
- Guided review of unit materials prior to testing
- Close supervision of time remaining in an enrollment period and pacing of student progress to ensure successful completion.

Change the PASS Contact Person of Record

Call your PASS Help Desk when a PASS Contact Person in your building or district is no longer serving students in PASS.

To transfer specific active PASS enrollments from one PASS CP to another:

1. Print the current Detailed Activity Report listing the students.
2. In ink, write "Transfer students marked with an asterisk to (fill in name of PASS CP in your district)."
3. Use asterisks to identify the students.
4. Sign, date and mail the report to the PASS Program.

To transfer all active PASS enrollments from one PASS CP to a person now registering as a PASS CP, on Form A check "replaces _____" and fill in the name.

Transfer a PASS Course to a Different Student

Available in these situations:

1. A student enrolled in PASS transferred to a new district, or school within a single district;
or
2. You have an unused course in new condition and want to transfer it from one student to another at your school.

Situation 2 must meet each of these conditions:

- Course is the most recently released version.
- You identify the previously enrolled student.
- Previous student did not test in any unit of the course.
- Previous student was enrolled within the current or previous school year.
- Washington MEP funded courses may only be transferred to a currently eligible Washington Migrant student or Continuation of Service (COS) student.

A course can only be transferred to a different student one time. Materials provided to the new student must not be marked by the prior student in any way.

Procedure:

- Is the previous enrollment active?
- Complete the **Online Enrollment Form**, selecting Course Transfer (Need Materials—YES), or Course Transfer (Need Materials—NO).
- When prompted, drop the student with the most relevant Drop Code by selecting the appropriate student and course.
- Are replacement materials needed? Contact the PASS Program via email pass@msdr.org or phone 509-837-2712.

TESTING TO ASSESS STUDENT LEARNING

The purpose of standardized testing procedures in PASS is to ensure that each enrolled PASS student in every district or agency has an equal opportunity to demonstrate what they have learned and earn needed credit.

The PASS test proctor is required to review this section of the Handbook carefully, and to diligently follow procedures outlined here. Adherence to testing procedures is monitored electronically and by local school staff. Completed student workbooks for recently tested units must be available for review on request.

Who may proctor a PASS test? An individual authorized by a school district administrator through PASS Form A to serve as either a PASS Contact Person (enrollment, mentoring and test proctoring privileges) or a PASS Test Proctor (test proctoring privileges). The person proctoring a PASS test must not be related to the student being tested and must possess their own password to the PASS database. A PASS Test Proctor is trained by a PASS Contact Person to follow approved testing procedures and supervised in this vital role. Periodic review of these published procedures is encouraged.

Summary: The Test Proctor's Role

1. Safeguard your unique password to the PASS database, all test materials, and student data always. The student is never permitted to review the unit test in advance of taking it. Access to student data is defined by local school practice and subject to Federal laws.
2. Provide authorized course materials for approved portions of the unit test.
3. Prepare to enter a local supplemental score if so, noted in the student's unit workbook.
4. Remain present throughout the student's entire unit test, supervising student activity and protecting the student from distractions and disruptions.
5. When relevant, return course materials used in the test to the PASS Contact Person.
6. Return written assignments and artwork the student completes during the testing session to the PASS Contact Person, who will mail them to the PASS Program for scoring.

Prepare for the PASS Test

PASS Contact Person

1. **Review the unit workbook.** Verify that the student has completed it. required even when the student completed approximately the same course in a previous setting and simply never received credit.
2. **Assess readiness to test.** An informal, oral pre-test using review questions at the end of the unit workbook is helpful. Focus renewed effort on important topics not yet understood.
3. **Quoting a source vs plagiarism.** Confirm that the student understands the difference. See Policy on Cheating and Plagiarism.
4. **Local Supplemental Score.**

What is it? Student work graded at the local school and reported as part of the PASS online test. Part or all of the unit grade.

Which courses? Four P's Units 1 and 5. See unit workbook for details. Each unit of PASS science courses. See workbook introduction.

Science course units: how to calculate "Local Score"

- Student scores specified assignments in workbook using provided rubric, and records scores on provided Check-Off Sheet.

- *PASS CP or teacher scores 5 assignments at random to confirm the student's scores.*
 - *Calculate percent correct ("Local Score") at bottom of form.*
5. **Collect all unit materials from the student.** You may be authorized to return some of them to the student in specific parts of the testing session.
 6. **Schedule the unit test** with the student. Approximately 30 minutes at the computer will generally be required, more in English, Art, Algebra, World History and World Geography unit tests. In those tests, you may wish to notify the student's next period teacher of potential delayed arrival.

NOTE: The student is only permitted to complete one test or retake test in this course per day.

The PASS Test Session

PASS Contact Person and/or Test Proctor, if applicable

1. **Pull up the online test.** In the PASS database, from the navigation menu, choose "Test Students Online". Choose the student; choose the unit test.

Copyright protected. Do not reproduce PASS course materials or tests in any format without Washington State PASS Program written consent.

2. **Read and approve the certification statement.** It affirms compliance with important course administration procedures.
3. **Follow test directions carefully.** Advise the student to carefully read and follow unit test and assignment directions. Points are often awarded for so doing.
4. **Enter the Local Supplemental Score** (if any).
5. **Read Notes to the Test Proctor** if these are offered at the beginning of the online test. They tell you what materials the student can use during specified portions of the test.
6. **Close your Internet browser** to prevent unauthorized access to the PASS database.
7. **Seat the student at the computer.** Verify that only approved materials are available.
 - Approved materials: pencils, eraser, black or blue ink pens, and blank scratch paper provided by the test proctor.
 - Additional course materials if at times specified in Notes to the Test Proctor. Example: students can have their textbooks/novel when writing the essay, but not during the online test.
8. **Personally, supervise the student** throughout the test. Protect the student from distractions to the extent possible. Do not print or save the test as a whole or in part in any format or allow the student to do so. Ensure the student does not leave the online test to visit other Internet resources.
9. **Provide only authorized support** for the student. Teaching ends when the test begins.
 - Approved: Read test directions aloud word for word. Translate test directions word for word into the student's primary language without explanations. Extend time to complete the test within the single supervised testing session.
 - Not approved: Do not rephrase or explain test directions, test questions, possible response items, or words/phrases from the test. Translation is limited to test directions, and word for word.
 - Student with an IEP. Variations in scheduling, setting, aids and equipment, and presentation format recommended by the IEP are permitted, except that accommodation shall not change the level, content, or performance criteria of the PASS examination.

- *Loss of Internet access or building evacuation.* Exit your Internet browser (if it is not already down). Call PASS as soon as possible to request that the student be allowed to take the online test again from the beginning. Original student answers will be lost.
10. **Written assignment or artwork.** If this is required at the end of the online unit test, for this portion of the test return to the student only those materials specifically authorized in "Notes to the Test Proctor," which you previously reviewed.
 - **NOTE:** Text or images in written assignments and artwork must be dark enough to scan well. Unless otherwise indicated in Notes to the Test Proctor, this work is to be completed and collected immediately after the online proctored testing session, or in a subsequent proctored test session. Unless otherwise noted in the Course Descriptions Manual, students should never complete the written or art test section of the test outside a proctored environment.
 11. **Collect all materials.** Materials include course materials, scratch paper, and written assignments or artwork (with Writing/Art Prompt if printed). Verify that the student has written his/her name, the course title and unit number on the written assignment or artwork. If not, have the student do so now.
 12. **Dismiss the student.**
 13. **Return all course and test materials** (written assignment or artwork) promptly to the PASS Contact Person.

After the PASS Test

PASS Contact Person

1. **Promptly submit the written assignment or artwork** (if applicable) required as part of the unit test to the PASS Program for scoring. The unit is NOT graded until this work is submitted and scored.
2. **Receive the student's unit grade** from PASS via e-mail, or by viewing the Student's Grade Report online.

Unauthorized use of password. Paying attention to e-mail notices of students' unit test grades in PASS is essential. If unauthorized access to the database is suspected, immediately change your password ("Login to PASS", "Maintain Account"). Then notify the PASS Program.

3. **Grade of D or F?** Skip to "Detail: Unit Retake Test" below.
4. **Grade of A, B or C?** Great! Begin work on the next sequential unit of the course. Schedule your next work session and the date of the next online test. Provide relevant course materials so the student can resume work.

Unit Retake Test

Students must be well prepared before attempting unit tests. Dependence on retake tests must not become the norm. Only one retake test is permitted per course unit. A retake test is only offered for a student earning a D or F grade for the most recently scored unit test for 90 days, until the term ends, or the contact waives the student retake option in the student alerts section. Example: after Unit 3 test is submitted, option to attempt Unit 2 retake test is withdrawn.

1. **Support focused review of unit materials.** The higher score between the unit test and the retake test will be used as the final unit test grade.

Example: Unit test = D+; retake test = D-. Unit grade = D+.

2. **Written assignment or artwork required?** Advise the student to complete it once more to improve the overall unit grade. This work is completed during the single, proctored test session unless otherwise stated in Notes to the Test Proctor. The retake test grade is not issued until this work is submitted and scored.
3. **Repeat** steps in "Detail: Prior to the PASS Test"
4. **Repeat** steps same as "Detail: The unit test session..."
5. **Repeat** Steps 1 and 2 in "Detail: After the unit test..."
6. **Initiate the students' work** on the next sequential unit of the course (as above).
7. **Schedule with your student:** your next work session and the date of the next online test.

After the Final Unit Test of the Enrollment

1. **Update student's counselor.** Print a copy of the Student's Grade Report for his/her academic counselor.
2. **Retain course items for reuse.** Keep novels, textbooks, and more expensive course items to use the next time you enroll a student in this PASS course. The student is permitted to retain other supplemental materials such as a glossary or English grammar guide.
3. **Unit workbooks.** With exceptions listed below, two weeks after the transcript for the enrollment is received, shred and discard the student's completed workbooks.

Exception:

- *Four P's:* Student retains all unit workbooks in Four P's course. They are helpful in the students' High School & Beyond portfolio and culminating project.

POLICY ON CHEATING AND PLAGIARISM

PASS CPs are strongly encouraged to review this policy with their students in advance of initiating work in a PASS course.

Definitions

Cheating

Offenses include, and are not limited to, the following:

1. Copying or attempting to copy from another's test, assignment, or other material that is intended to represent individual effort.
2. Allowing another student to copy one's work when the intent is that the work be done individually.
3. Bringing information, material, or devices to class or taking information, materials, or devices from class that could be used to cheat when the intent is that each student know the answers without outside aid.
4. Aiding another student in any way with his/her work when that work is intended to be an individual effort.
5. Supplying another student with information, materials, or devices that may be used to help that individual cheat.
6. Unauthorized use of a PASS Program password to view and/or complete and submit an online unit test or retake test. (Testing anomalies documented by data capture in the online testing environment are investigated.)
7. Completing a PASS online unit test or retake test on behalf of a student other than oneself, with or without knowledge of the enrolled student or test proctor.

Plagiarism

Defined as copying or attempting to copy another's work and claiming it as one's own. This includes passages, pictures, illustrations, graphs, and other information from books, magazines, newspapers, compositions, essays, Internet source, or any other source used.

Penalties

In instances of cheating in PASS for which the following penalties are inappropriate, the PASS Program Director shall determine a suitable penalty after consulting with the student's building principal (or designee).

First Offense

On the student's first offense of cheating while enrolled in PASS:

1. A written recommendation will be made by the PASS Program that the student's parent be notified by the PASS CP in writing, and that a student/PASS CP/academic counselor conference be held to explain this policy, and
2. The test in which cheating occurred shall receive a score of zero. No retake test is permitted. The unit score is zero.

Second and Subsequent Offense(s)

The penalty shall be determined by the PASS Program Director following consultation with the PASS CP. Written confirmation from the PASS Program Director of the penalty imposed will be provided to the district or building administrator and the PASS CP. The penalty may be included, but is

not limited to, dropping the student's enrollment in any ungraded units of PASS courses, and/or withholding the student's transcript for units tested.

Appeal

The student and/or his or her parent or guardian shall have the right of appeal to the principal of the school in which the student is enrolled. The principal shall communicate his or her recommendation(s) in writing to the PASS Facilitator, who shall retain final decision-making authority.

GRADES, CREDIT AND TRANSCRIPT

Credit Potential

A student enrolled in PASS has the potential to earn credit for each course unit completed with a score of 60% or higher at the rate of 0.1 credit/unit. A full five-unit PASS course has the potential to earn 0.5 Carnegie credit.

Credit Earned

Grades earned on all units tested in the course within an enrollment period are averaged to determine the final grade and if credit was earned. Students earn credit in the course if the student course average in the enrollment period is 60% or above.

Combining PASS Partial Credit

The registrar or counselor combining partial credit from multiple sources including PASS may need the student’s Grade Report that lists grades for individual PASS units.

When is the Transcript Issued

When an enrollment period ends after at least one unit has been tested. Transcript is mailed to the registrar at the student’s school as indicated on the enrollment form. (See confidentiality of records above.)

Transcript Processing Time

MSDRS works closely with Sunnyside High School administration to process transcripts in a timely manner. Please allow 10-14 business days for processing.

Grading Scale

The letter grade and grade points awarded are based on an average of the percent correct of each of the units tested during an enrollment period. The Washington PASS Program uses the grading scale authorized by WAC 392-415-050 and in use at Sunnyside High School.

| | | | | | | | |
|----|--------|---|-----|-----|-------|---|-----|
| A | 93-100 | = | 4.0 | C | 73-77 | = | 2.0 |
| A- | 90-92 | = | 3.7 | C - | 70-72 | = | 1.7 |
| B+ | 88-89 | = | 3.3 | D+ | 68-69 | = | 1.3 |
| B | 83-87 | = | 3.0 | D | 60-67 | = | 1.0 |
| B- | 80-82 | = | 2.7 | F | 0-59 | = | 0.0 |
| C+ | 78-79 | = | 2.3 | | | | |

When a unit test includes a written assignment or artwork, the breakdown by percentage for the online test and the assignment is provided in Notes for the Test Proctor at the beginning of the online test, and in the Course Descriptions Manual.

AWARDS AND RECOGNITION

Each year, the Washington PASS Program invites nominations for, and announces recipients of, two prestigious awards for the State of Washington.

PASS Student of the Year

Eligibility

Any migrant student who completed one or more PASS courses in your district last school year, summer or during the current school year. Preference is given to candidates with a recent history of migrancy.

Nomination Process

Nomination forms are emailed to active PASS Contact Persons in Washington and offered electronically at www.msdr.org. PASS Contact Persons and PASS Program staff may nominate students. Student nominations must be received by MSDRS no later than the submission date listed on the nomination form each year to ensure consideration.

Selection

Nominations are reviewed by school and Migrant Education Program staff. Tabulation of scores is reviewed by MSDRS Senior Program Manager and final selection is made by PASS Program Staff.

Award

The award recipient is honored during the State Migrant Education Program (MEP) Conference.

PASS Contact Person (or Team) of the Year

Eligibility

All PASS Contact Persons who enrolled and coached at least three migrant students, each of whom completed a final enrolled unit of a PASS course after June 15th of the past year.

Nomination Process

Nomination forms are e-mailed to Federal Projects Directors when all State Migrant Education Program Awards and Recognition information is disseminated, and the nomination forms are offered to all interested parties at www.msdr.org. School staff, parents, students, and Washington MEP Program staff may submit nominations. Contact nominations must be received by MSDRS no later than the submission date listed on registration form for the current school year.

Selection

In consultation with PASS Program staff and school and agency representatives, selection is made by PASS Program Staff.

Award

The award recipient is honored during the State MEP Conference.

GLOSSARY

Certificate of Eligibility (COE)

Form used by a Migrant Recruiter or OSPI Identification & Recruitment Specialists to record information obtained from a family whose most recent qualifying move established their eligibility for Migrant Education Program benefits under Title I Part C. Information is entered into the MSIS database. A scanned copy of the COE form is available through the MSIS database (password required). Password request form offered at www.msdr.org.

Continuation of Service

“Sec. 1304. State applications; services.

- (e) Continuation of services. - Notwithstanding any other provision of this part –
1. A child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term.
 2. A child who is no longer a migratory child may continue to receive services for 1 additional school year, but only if comparable services are not available through other programs; and
 3. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.”

Public Law 114-195 (Elementary and Secondary Education Act of 1965),
Title I, Part C, Section 1304

Educational Interruption

“Educational interruption’ means that a student, in the preceding 12 months, changed schools or missed a ‘significant’ amount of school time (e.g., ten days or more) during the regular school year due to the child’s or family’s migrant lifestyle.”¹

Migrant Records Clerk

District educator funded by the Migrant Education Program grant to document eligibility of migrant families residing in the district in the Migrant Student Information System (“MSIS database”), and their children’s health and educational status for ready access by educators.

Migrant Recruiter

District staff funded by the Migrant Education Program grant to interview and document eligibility of migrant families residing in the district on the Certificate of Eligibility (COE) form. Establishes a three-year period of eligibility beginning with the Qualifying Arrival Date (QAD).

Migrant Student Information System

A computer database managed by the Migrant Student Data, Reporting and Support (MSDRS) office in Sunnyside, funded by OSPI. Enables educators in a receiving school to quickly obtain educational and health records from a Washington sending school for a student who qualifies for Migrant Education Program benefits under the Federal government definition. Accessed online at www.msdr.org. For further information, call 509-837-2712

Migratory Child

(3) MIGRATORY CHILD. —The term “migratory child” means a child or youth who made a qualifying move in the preceding 36 months—

- (A) as a migratory agricultural worker or a migratory fisher; or
- (B) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

(4) MIGRATORY FISHER.—The term “migratory fisher” means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in fishing. If the individual did not engage in such new employment soon after the move, the individual may be considered a migratory fisher if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal fishing employment.

P.L. 114-95, Enacted December 10, 2015

¹ U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Draft Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children (rev Dec. 2015), Chapter V, section B4, p. 70.

Priority for Services

(d) PRIORITY FOR SERVICES. —In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who—

- (1) are failing, or most at risk of failing, to meet the challenging State academic standards; or
- (2) have dropped out of school.

The definition of Priority for Service used in Washington State is approved by the Office of Migrant Education in Washington, D.C. It is available through the Superintendent of Public Instruction website. PASS Contact Persons in districts receiving MEP funding are encouraged to review the definition with the district's Federal Projects Director, who supervises the local Migrant Education Program.

Qualifying Arrival Date (QAD)

Date of the most recent qualifying move that qualified a family to receive Migrant Education Program benefits by federal law. Listed on the COE Form.

Qualifying Move

(5) QUALIFYING MOVE. —The term “qualifying move” means a move due to economic necessity—

- (A) from one residence to another residence; and
- (B) from one school district to another school district, except—
 - (i) in the case of a State that is comprised of a single school district, wherein a qualifying move is from one administrative area to another within such district: or

State's Challenging Academic Content Standards

Federal guidance: “The SEA [State educational agency] should examine students' academic performance within the past 12 months on the State assessment....[to identify] which children are failing or at risk of failing to meet the State’s standards (e.g., students not scoring at the proficient level)...If the SEA does not have State assessment data on a particular migrant child., the SEA may use other relevant information, like local academic assessment data or the degree to which the child is subject to multiple risk factors (e.g., being retained in grade/overage for grade, eligible for free/reduced price lunch, limited English proficient) to determine if the child is at risk of failing to meet the State’s standards.”²

² *Ibid.*, Chapter V, section B3, p. 69.

PASS Course Listing and Washington State Graduation Requirements

A PLACEMENT RESOURCE FOR SECONDARY SCHOOL COUNSELORS

A PLACEMENT RESOURCE FOR SECONDARY SCHOOL COUNSELORS

Courses listed may support students in satisfying the state and local graduation credit requirements. To learn more about the Washington State graduation requirements visit <https://www.k12.wa.us/student-success/graduation>.

- Course placement/credit: Full or partial credit enrollment options available. Unless otherwise noted, courses are equivalent to a semester of .5 credits/Carnegie units. Each unit is equivalent to .1 credit/Carnegie units.

Standards Abbreviations: **CCSS**=Common Core State Standards
C3= College, Career, and Civic Framework for Social Studies Standards

ELA=English Language Arts **SS & Hist**=Social Studies & History
STI= Since Time Immemorial curricula as referenced in Senate Bill 5433

| English | | | | | | |
|--|---|---|-------|-----------------------------------|------------------------|--|
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| 01104 | *Creative Writing | <input type="checkbox"/> English | 7 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01001 | English IA 2022 | <input type="checkbox"/> English | 6 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01001 | English IB 2022 | <input type="checkbox"/> English | 6 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01002 | English IIA | <input type="checkbox"/> English | 6 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01002 | English IIB | <input type="checkbox"/> English | 6 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01003 | English IIIA | <input type="checkbox"/> English | 6 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01003 | English IIIB | <input type="checkbox"/> English | 6 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01004 | English IVA | <input type="checkbox"/> English | 7 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01004 | English IVB | <input type="checkbox"/> English | 6 | CCSS ELA | English | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 01999 | *Learning English Through Literature | <input type="checkbox"/> English | 6 | CCSS ELA | English (ESL) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| Mathematics | | | | | | |
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| 02053 | Algebra IA 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 8 | CCSS Mathematics | Mathematics | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02053 | Algebra IB 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 8 | CCSS Mathematics | Mathematics | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02056 | *Algebra IIA 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 8 | CCSS Mathematics | Mathematics | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02056 | *Algebra IIB 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 8 | CCSS Mathematics | Mathematics | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02072 | Geometry A 2025 | <input type="checkbox"/> English | 6 | CCSS Mathematics | Mathematics | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02072 | Geometry B 2025 | <input type="checkbox"/> English | 6 | CCSS Mathematics | Mathematics | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| Science | | | | | | |
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| 03051 | Biology A | <input type="checkbox"/> English | 8 | Science | Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 03051 | Biology B | <input type="checkbox"/> English | 8 | Science | Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 03003 | Environmental Science A | <input type="checkbox"/> English | 8 | Science | Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 03003 | Environmental Science B | <input type="checkbox"/> English | 10 | Science | Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| Social Sciences and History | | | | | | |
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| 04161 | Civics 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 9 | CCSSELA for SS & Hist, C3 and STI | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04064 | Contemporary World Problems | <input type="checkbox"/> English | 8 | | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04201 | *Economics | <input type="checkbox"/> English | 8 | | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04151 | U.S. Government 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 9 | CCSSELA for SS & Hist, C3 and STI | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04103 | U.S. History A 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 9 | CCSSELA for SS & Hist and C3 | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04103 | U.S. History B 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 9 | CCSSELA for SS & Hist and C3 | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04111 | W.A. State History & Government (gr. 7-12) | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 10 | | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04001 | World Geography 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 10 | CCSSELA for SS & Hist | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04051 | World History A 2022 | <input type="checkbox"/> English | 8 | CCSSELA for SS & Hist | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 04053 | World History B 2022 | <input type="checkbox"/> English | 8 | CCSSELA for SS & Hist | Social Science | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| HEALTH AND FITNESS | | | | | | |
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| 08051 | Your Health 2025 | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 6 | 2016 Health Ed. Standards | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| FINE, VISUAL OR PERFORMING ARTS | | | | | | |
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| 05154 | Visual Arts A | <input type="checkbox"/> English | 8 | Arts | Arts | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 05155 | Visual Arts B | <input type="checkbox"/> English | 8 | Arts | Arts | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| *ELECTIVES | | | | | | |
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| 02157 | *Consumer Math (grades 7-12) | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 8 | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02001 | *General Math A (grades 7-12) | <input type="checkbox"/> English | 6 | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02001 | *General Math B (grades 7-12) | <input type="checkbox"/> English | 6 | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02074 | *Math 8A (grades 7-12) | <input type="checkbox"/> English | 7 | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02074 | *Math 8B (grades 7-12) | <input type="checkbox"/> English | 7 | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 02015 | *Pre-Algebra (grades 7-12) | <input type="checkbox"/> English <input type="checkbox"/> Spanish | 6 | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| 22999 | *Preparing for College (.1 credit offered, 1 unit course) | <input type="checkbox"/> English | 8 | | | <input type="checkbox"/> 1 |
| 22003 | *Study Skills | <input type="checkbox"/> English | 7 | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| *CULMINATING PROJECT/HIGH SCHOOL & BEYOND PLAN | | | | | | |
| Course Code | PASS Course | Options | Level | Standards | CADR | UMS |
| HS & Beyond Plan | *Four P's (Units 1-4 offers; .4 credits) | <input type="checkbox"/> English | 8 | | Portfolio | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Culminating Project | *Four P's (Unit 5 offers; .1 credit) | <input type="checkbox"/> English | 8 | | Plan, Pathway, Project | <input type="checkbox"/> 5 |

*(Counselor Option) Courses may be used to satisfy other credit requirements at the school counselor's discretion.

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Washington State Portable Assisted Study Sequence Program (PASS)

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