



All Course Network Fall/Yearlong Course Provider Orientation

2022-2023

**RHODE
ISLAND**

ACN Overview

- The All Course Network (ACN) is a RIDE initiative designed to offer academic and enrichment opportunities to **PK-12 students** outside of the traditional school day. Enriching experiences with supplemental coursework help students in myriad ways-get a head start on postsecondary success, master the skills required of a lifelong learner, develop social and emotional skills, and prepare for jobs in sectors critical to Rhode Island's future prosperity.
- Courses are offered in person, virtually, or through a hybrid model from course "Providers." These providers can be Local Education Agencies (LEAs), Community-based organizations (CBOs), private colleges in Rhode Island, public colleges through OPC and municipalities.
- Students pre-register for course selections on EnrollRI, RIDE's student and family registration system.
- Course enrollment happens through a lottery process to ensure equitable access for all students.



ACN Course Types



Work-Based Learning Courses

Hands-on learning with industry professionals

Earn High School Credit



Career Credential Courses

Results in industry recognized certificate or credential

Earn High School Credit



Dual Enrollment Courses

Courses offered by local colleges and universities

Earn High School **AND** College Credit



Advanced Placement Courses

College-level coursework culminates in AP exam

Earn High School **AND** College Credit



Enrichment Courses

A wide variety of courses to enrich a student's learning

No Credit Available



Face to Face



Blended



Fully Online



ACN Provider Overview

1. RIDE populates EnrollRI with course details; info is uploaded directly from Provider applications.
2. Students have a designated registration window during which they pre-register for courses. School-level points of contact must manually approve every student (school level contacts are best situated to determine which students are ready).
3. Once students are school-approved for credit-bearing courses, they are subsequently assigned a random lottery number for each course. Once the lottery is run, students and families are notified via email to login to their EnrollRI dashboards and take action on any pending seat offers.
4. Providers are able to reach out to students on their roster before and after courses begin.
5. Ensure proper health and safety policies and procedures are in place for students.
6. Designate a staff member to serve as the primary point of contact with RIDE, students, families, and school/district staff. This staff member's contact information will be shared publicly for the purposes of the course administration.

ACN Enrollment Process

- **Parent/Guardians** pre-register for courses for **K-8th Grade Students** using **EnrollRI.org**.
- **Students** pre-register for their own courses if they are in **9th-12th grade** for the **2022-23 school year** using **EnrollRI.org**.
- Students can **pre-register** for up to 6 courses each for the fall, spring and year-long sessions; however, each student can only **enroll** in up to the following number of courses per semester
 - **Fall: 2 credit-bearing courses; unlimited enrichment courses**
 - **Spring: 2 credit-bearing courses; unlimited enrichment courses**
 - **Note: Year-long courses count as 1 course for Fall and Spring**

Course Lottery Updates

- New this year, ACN lotteries will run on a semester basis to ensure families have ample time to make course decisions. This is based on multiple stakeholders' feedback over the 2021-2022 school year.
- Also new this year, to accommodate colleges' earlier semester calendars, Fall 2022 dual enrollment lotteries were run separately from the lotteries for all other courses.
- Now that this pre-registration window is closed, no pre-registrations will be accepted so the course lotteries can be run. Once the course lotteries are run, students will have 7 days to log back in and accept their seats. For those who do not get a seat, they will be assigned a waitlist number. Once the one-week accept/decline period ends, courses will re-open for registration on September 8.

Fall/Yearlong Lottery Schedule*

Dual Enrollment Courses Only

- Lottery: August 17
- Acceptance period ends: August 24
- Registration re-opens: September 8
- Registration ends: Last day of add/drop window for each course

Enrichment, Work-Based Learning, Career Credential and AP Courses

- Lottery: September 1
- Acceptance period ends: September 7
- Registration re-opens: September 8
- Registration ends: Last day of add/drop window for each course

*Spring lottery scheduled for December 13, 2022

*Spring lottery acceptance window: Tuesday, December 13- Tuesday, January 3

Course Recruitment

Recruitment is a Provider responsibility.

RIDE markets the ACN through the Commissioner's field memo, social media postings, and informational sessions for families, students, and school members.

- Providers should be promoting online, reaching out to alumni, and other networks to publicize your course offerings.
- The ACN team supports network-wide recruitment through in-person school visits, virtual info sessions, and presentations.
- When reaching to school-based contacts, digital resources are preferred. Please do not send paper pamphlets or materials to schools. Including a blurb or context of said resource is appreciated and alleviates the burden on school members to distribute materials.
- If you would like a video clip added to the EnrollRI website for students and families to learn more about your course/organization, please submit via this link: <https://drive.google.com/drive/folders/1pM9i4b4IA9P4nckDDcuNxPf8YL1zCwG4?usp=sharing>

Add/Drop Period

- *ALL courses, including Enrichment courses, have an Add/Drop period*
- The Add/Drop period will end **one week from the course start date**. (Includes start date + 6 days)
- At the close of the Add/Drop window course rosters will be frozen in EnrollRI, and no additional roster changes will be made.
- Students have the ability to withdraw from your course beyond the Add/Drop period.

Dropping Students during Add/Drop Period

- Following multiple attempts at reaching students and families, providers have the capability to drop students from their roster during the Add/Drop period. Providers are responsible for dropping students at the end of the Add/Drop period if they are no-shows.
- **The ACN team does not do this.**
 - *This should only be done under extenuating circumstances.*

Filling Your Rosters

- ***Remember: When students drop a course, their seat is automatically filled by the student at the top of the course waitlist.***
- Many Providers find it helpful to check in with students prior to the start of class to confirm continued interest. Students who are no longer interested or able to attend the class are encouraged to drop the course to make room for another student.
- EnrollRI updates on a nightly basis. When a student moves off the waitlist, their status will update the following morning.

ACN Communication

Weekly Update Emails

- The ACN Team will continue to send weekly emails through the school year, to support communication efforts and deadline reminders. Please let us know if anyone needs to be added to the contact list for these weekly communications. **Please read these updates consistently so you remain current with expectations and don't unnecessarily increase the volume of the ACN inbox emails.**

Provider Office Hours

- **The ACN Team hosts biweekly office hours for the 2022-23 cycle:**
 - These will take every other Wednesday of each month from 10:30am-11:30am via Zoom. These are optional sessions but will be available for any questions that may arise. Zoom links and reminders will be included in the weekly update emails.
- **First Office Hour: Wednesday, September 14th**
 - Zoom Link: <https://us02web.zoom.us/j/81341117508?pwd=MFppMGJxZUZOdGxBeWRSS2tkdkZTd09>

Course Cancellation Policy

- RIDE strongly discourages any course cancellations and Providers are required to notify RIDE as early as possible regarding a course cancellation. Course cancellations directly impact a student's transcript, schedule, credit planning, and in some cases, their graduation options. The annual ACN course portfolio goes through extensive vetting and approval processes, and cancellations, particularly once registration has begun, have significant ramifications, including impacting a Provider's chance for future course approval on the ACN.
- As part of the application process, all Providers must notify RIDE about the minimum number of students required to run each course. At the end of the Add/Drop window **during the semester in which the course is running**, all courses that have not met the Provider-identified minimum number of students will be cancelled automatically and RIDE will notify impacted Providers and students.
- For any other course cancellation, a Provider's administrative fee will be impacted. In the event that a Provider is approved for a single course that is subsequently cancelled, RIDE will not pay the Provider any administrative fee. For Providers who offer more than one course, the percentage of cancelled courses will mirror the reduction in administrative fee.
 - Example: Provider A has 9 approved courses and must cancel three of them (33.33%). Therefore, Provider A's administrative fee will be reduced by 33.33% and an MOA addendum executed.
- In the event of a course cancellation for any reason other than not meeting the minimum enrollment benchmark specified in the application, the course Provider is responsible for communicating with all students and families on the official course roster(s) and CC'ing ACN@ride.ri.gov within 48 hours of notifying RIDE of the cancellation.



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Scenario #1: Unmet minimum student enrollment:

As part of the application process, all Providers must notify RIDE about the minimum number of students required to run each course. At the end of the Add/Drop window **during the semester in which the course is running**, all courses that have not met the Provider-identified minimum number of students will be cancelled automatically and RIDE will notify impacted Providers and students. The administrative fee is not impacted in this scenario.

Scenario #2: All other reasons for cancelling:

A Provider's administrative fee will be impacted. In the event that a Provider is approved for a single course that is subsequently cancelled, RIDE will not pay the Provider any administrative fee. For Providers who offer more than one course, the percentage of cancelled courses will mirror the reduction in administrative fee.

- a. Example: Provider A has 9 approved courses and must cancel three of them (33.33%). Therefore, Provider A's administrative fee will be reduced by 33.33% and an MOA addendum executed.



Payment Overview

Per Pupil Tuition: Dispersed twice per semester for Fall 2022 and Spring 2023, and quarterly for Yearlong courses. Attendance is the benchmark used to determine reimbursement. Providers are paid based on the number of students who attend at least 80% of the course hours in each payment period. Providers are encouraged to use their own discretion when determining what qualifies as attendance. **Reimbursement is restricted to students on your EnrollRI course roster(s).**

***LEAs offering courses will not be reimbursed for students enrolled in the specific school that is offering the course.**

Administrative Fee: Administrative fees are dispersed in the final payment of the last semester in which the Provider offers courses.

Multilingual Learner (MLL)/Differently Abled Students (DAS) Invoicing: This process happens at the end of each semester. Invoices reflect hourly and material costs, support descriptions, and any other notes to provide clarity of the request. This template goes out in the weekly Provider communication email and is also available in the ACN handbook.

Payment Information: Per Pupil Tuition

- During the application process, potential Providers submit two different payment amounts:
 - The per pupil expense for each course
 - An administrative fee to ensure that Providers are able to adhere to the expectations outlined in the MOA and the workload of ACN course management.
- RIDE either accepts or negotiates these amounts and the yearly cap is formalized via MOA.
- RIDE then disperses payment during the course based on student attendance on pre-determined dates included in the MOA.

Payment example for a semester-long, Spring course on ACN

Per Pupil Cost	Max Roster & Payment	Students w/ 80%+ attendance during Payment Period #1	Payment Period 1	Students w/ 80%+ attendance during Payment Period #2	Payment Period 2	Total Per Pupil Payout
\$500	10 Ss @ \$500 each=\$5000 max	8	8*\$250=\$2000	7	7*\$250=\$1750	=\$3750

Payment Information: Administrative Fee

1. Administrative fees are determined by the Provider. RIDE reserves the right to negotiate this amount to meet budgetary constraints. Costs may include but are not limited to overhead, instructor stipends, building usage, fixed transportation fees, time and effort for student and family communication, etc.
2. The administrative fee is dispersed only once per ACN cycle (Summer, Fall, Spring) and is included in the final payment of the last semester in which Providers offer courses.

Per Pupil Cost	Max Roster & Payment	Students w/ 80%+ attendance during Payment Period #1	Payment Period 1	Students w/ 80%+ attendance during Payment Period #2	Payment Period 2	Total Per Pupil Payout	Administrative Fee	Final Payout for 2021-2022:
\$500	10 Ss @ \$500 each=\$5000 max	8	8*\$250=\$2000	7	7*\$250=\$1750	=\$3750	\$1,000	\$3750+\$1000=\$4750

Payment Information Cont.



ACN Course Timeframe	First Attendance Period Ends	Second Attendance Period Ends	Third Attendance Period Ends	Fourth Attendance Period Ends	
Attendance Entry is due 5 business days from the end of the attendance period.					*Providers will have five (5) business days to enter official grades for credit-bearing AND enrichment courses.
Fall	November 1	December 16*			
Spring	March 1	May 26*			
Yearlong	November 1	December 16	March 1	May 26*	

Performance Management

1. Credit-bearing courses (this includes Dual enrollment, Career Credential, AP, and Work-based learning)
 - i. 80% credit attainment for every class. Class size and the official class roster will be determined on the last day of the Add/Drop period. 80% of students on the official class roster are expected to successfully complete the course.
 - ii. 80% of students in the class earning a “C” or higher.
2. Enrichment courses:
 - i. 80% successful completion. Class size and the official class roster will be determined on the last day of the Add/Drop period. 80% of students on the official class roster are expected to successfully complete the course.
 - ii. 80% of students in the class earning a “Pass”.
3. Ensure all Teachers of Record are Rhode Island certified educators in appropriate fields (please note, Enrichment courses are not required to have a certified Teacher of Record).
4. Participate in all RIDE program monitoring and evaluation activities, including Provider interviews, surveys, and class observations.

EnrollRI.org

- EnrollRI User Accounts are assigned to the ACN Point of Contact. ONE *additional* user account can be issued to a provider. Consider a generic email address like “acn@anyschoolri.org” or assign a designee. Email HelpEnrollRI@ride.ri.gov if you need further assistance.
- Salesforce requires Multi-Factor Authentication (MFA) for logging into the system and will require users to download the authenticator application on your mobile device. If you are not familiar with MFA, please request step-by-step instructions to set this up for Apple and Android phones.

Questions?

ACN@ride.ri.gov

<https://www.ride.ri.gov>