



San Diego Unified School District

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SDUSD AP Course Audit Calendar for 2008-09 Courses

Teacher Roles & Responsibilities

March 4, 2008	<ul style="list-style-type: none"> AP Course Audit website opens for 2008-09. Teachers new to AP create accounts and begin to submit Course Audit forms and syllabi. Teachers with authorized courses for 2007-08 who will teach additional courses in 2008-09 begin to add these new courses to their existing accounts and submit Course Audit forms and syllabi.
June 1, 2008	<ul style="list-style-type: none"> SDUSD preferred date by which teachers new to AP and teachers of new AP courses for 2008-09 submit syllabi and Course Audit forms. Once authorized, courses submitted by this date will appear in the initial publication of the AP Course Ledger in November, the month when UC and CSU applications are due.
June-August, 2008	<ul style="list-style-type: none"> Teachers make resubmissions of syllabi, if required. Teachers notified of AP assignments after June 1, submit Course Audit forms and syllabi immediately.
September 1, 2008	<ul style="list-style-type: none"> After September 1, AP teachers who have moved schools may log in to their AP Course Audit accounts, select "Update Your Information," and transfer existing courses and accounts to their new schools online. Teachers submit Course Audit forms for new schools.
September 19, 2008	<ul style="list-style-type: none"> SDUSD final date by which all teachers must be authorized for 2008-09 AP courses. AP courses authorized by this date will be submitted to the U.C.'s as a-g courses.

School Administrator Roles & Responsibilities

March 4, 2008	<ul style="list-style-type: none"> AP Course Audit website opens for 2008-09. Create a Course Audit account and begin to renew previously authorized courses. Remove duplicate accounts, accounts for teachers no longer teaching AP at your school, and courses that will not be offered in 2008-09. Begin to approve and finalize Course Audit forms submitted for new courses.
May 16, 2008	<ul style="list-style-type: none"> Submit proposed list of AP courses for 2008-09 and AP textbook order requests to the GATE Department.
June 1, 2008	<ul style="list-style-type: none"> SDUSD preferred date for administrators to renew previously authorized courses. SDUSD preferred date for administrators to finalize and submit Course Audit forms for teachers new to AP and for teachers of new AP courses for 2008-09. Once authorized, courses submitted by this date will appear in the initial publication of the AP Course Ledger in November, the month when UC and CSU applications are submitted.
June-August, 2008	<ul style="list-style-type: none"> Ensure that teachers assigned to AP courses after June 1 submit Course Audit forms and syllabi immediately.
August 27, 2008	<ul style="list-style-type: none"> Receive and finalize a listing of all AP courses and teachers for 2008-09. Ensure and certify the authorization of all teachers of 2008-09 AP courses.
September 1, 2008	<ul style="list-style-type: none"> Ensure that all teachers who have moved to your school have transferred AP Audit accounts to your school. Finalize and submit AP Course Audit forms for courses transferred to your school.
September 19, 2008	<ul style="list-style-type: none"> SDUSD final deadline to submit a certified list of 2008-09 AP courses and authorized teachers to the GATE Department. AP courses authorized by this date will be submitted to the U.C.'s as a-g courses.