Student User Manual

IDAHO STATE DEPARTMENT OF EDUCATION

STUDENT ENGAGEMENT AND SAFETY COORDINATION | ADVANCED OPPORTUNITIES

PROGRAM SUPPORT

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Additional resources are available on the Advanced Opportunities website:

http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html

See the Training tab for further resources.

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PROGRAM OVERVIEW

Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school an allocation of $4,125 to use in grades 7-12 for certain courses and exams, in which a student may incur a cost.

- **Overload Courses:** An overload course is a high school level course that is taken in excess of 12 credits and outside of the student's regular school day. These courses are offered online, during the summertime, and before/after school. In the event that student incurs a cost for such courses, the program can pay up to $225.00 for the cost of the course.
- **Dual Credit Tuition:** Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The program can pay for up to $75.00 per credit for these courses. Dual credit courses can be taken in a student's high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links tab on the State Advanced Opportunities website.
- **Exams:** A student can utilize funds to pay for a variety of college credit-bearing or career technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities website.
- **Workforce Training Courses:** Students may use up to $500/semester ($1000/year) to cover the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license or degree, and allow high school students to participate.

Remedial or repeated content is ineligible for funding through the Advanced Opportunities program.

Challenging Courses

Many school districts provide options for students to challenge courses for credit. In most cases, this means that a student would request to challenge a course by taking an exam. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student a high school credit without requiring that the student take

the course. Local school districts can be contacted for a list of courses eligible for challenge in their districts under Advanced Opportunities.

Early Graduation Scholarship

Early Graduation Scholarships are available for students who graduate at least one full year early from a public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly $1,800.00. The school district receives the same amount as the student.

Scholarships can be used at Idaho public post-secondary institutions. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If a student elects not to attend a college or university immediately after high school, they will have to apply within two years of their high school graduation to utilize the scholarship before it expires.

PORTAL ACCESS

It is recommended that every student who utilizes Advanced Opportunities funding create an account for the Advanced Opportunities portal. The portal can be used to request funding, track funding requests, and apply for the Early Graduation Scholarship.

To access the portal, a student will visit the Advanced Opportunities home page on the State Department of Education website. From there the student will click on the blue "Student Application Portal" button.
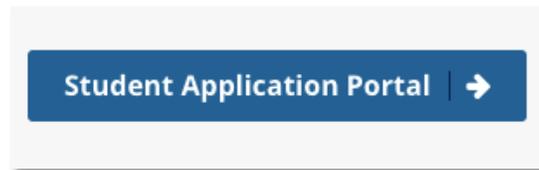
From the portal log in landing, you can create a new account or log into an existing account.

Creating a New Account

To create an account, the student will select "Create an Account" and will select "New User" on the next page.
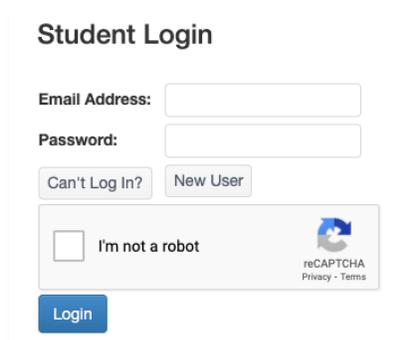
If the student is having trouble logging into an existing account, the student can select "Can't Log On" from this page. This will provide the student with the opportunity to reset the password for the account or to resend a verification link to complete the account creation process.

Enroll New Student

Once your account is created and email address validated, please contact the Advanced Op[p]
until your enrollment can be verified and your account validated by your school.

EduID/State ID Number (Optional - if known):	
Email:	
Password:	
Confirm Password:	
First Name:	First/Given Name
Middle Initial:	Middle Initial
Last Name:	Last/Family Name
Birth Date:	
Gender:	Select gender ▾
Select your district:	Select district ▾
Select your school:	Select School ▾

The student will complete the Enroll New Student page. It is important that the student completes the fields (with the exception of the EduID field, which is optional).

Once this page has been completed, with the student reading and acknowledging the risk statement at the bottom of the page, the student can click on the "Enroll New Student" button.

This action will prompt an email to be sent to the email address provided. The student will now need to log into their email account, open the email, and click on the verification link provided in the email.

Once the verification link has been clicked, the student's account information will be sent to the Advanced Opportunities designee at the school to be approved. Note that the student will not be able to access information beyond the Profile page until the account has been approved by the school/district.

Participation Form

In order to access Advanced Opportunities funding, the student will also need to print out and complete the Advanced Opportunities Participation Form. The finished form will be stored by the local school/district. The student will return the form to the school's Advanced Opportunities designee. *Please do not send the forms to the State Department of Education.*

Both the English and Spanish versions of the form can be accessed via the portal.
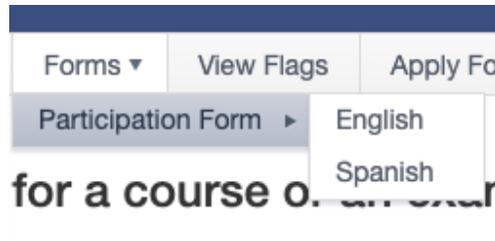
HOME PAGE

From the Home Page, the student will have access to general information about the Advanced Opportunities program. From here, the student will also be able to access all of the information pages in the portal.

The pages can be accessed via the drop-down menu bar across the top of the screen.
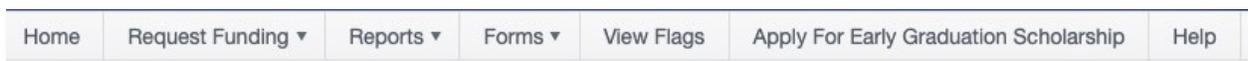
The pages can also be accessed via the blue menu buttons located on the left-hand side of the page.

Student Access Window

Funding can be requested during specified windows of time throughout the school year. Note that typically students are unable to request funding outside of these windows.

Though the windows are outlined here, districts/schools may have their own individual windows for funding applications.

Note that districts will either 1) have students request funding or 2) request funding on behalf of students during these windows. It is important for students to communicate with the local Advanced Opportunities designee for more information about local policies.

Advanced Opportunities Portal Dates

	Student Funding Request Window	
Spring 2020	Jan 06	Feb 21
Summer 2020	May 04	Jun 26
Fall 2020	Aug 24	Sep 25
Spring 2021	Nov 16	Mar 19
Trimester 1	Aug 24	Sep 25
Trimester 2/3	Nov 16	Mar 19

VIEW PROFILE

The Profile page features student information that can be edited once the account has been created. If a student transfers districts or needs to update the email address for logging in, the student will utilize the Profile page.

Student Profile

EduID/State ID Number:

First Name:

Middle Initial:

Last Name:

Gender:

Birth Date:

Select your district:

Select your school:

Email Address:

Current Password (Required for all updates):

New Password (Only required if updating password):

Update Profile

REQUEST FUNDING

In some districts, the Advanced Opportunities designee will request funding on behalf of the student. In this case, the student will not need to request funding via the portal. In some districts, the student will request funding for the course or exam. It is important to understand local policies and procedures related to this process.

A student requesting funding will use either the Request Funding tab or the Request Funding button.

From here, the student will select either the exam or course funding application.

Are you applying for a course or an exam?

Course
Exam

The funding request form will need to be completed for each exam or course for which the student is seeking funding. It is important that the student completes the form accurately.

Course Funding Request

This form allows student to enter a course funding request. Enter information in the order in which it is p

County of Student's Residence:	Select County
School Year:	Select Year
District:	Select District
School:	Select School
Grade:	Select Grade
Term:	Select Term
Course Type:	Select Course Type
Course Provider:	Select Course Provider
Course Name:	Select a Course
Number of Credits:	

The student can submit one single request by selecting "Submit Course and Finish" or can submit multiple courses in a row by selecting "Submit Another Course."

REPORTS

The reports in the portal are helpful for a student who wants to track progress and manage funding. These reports can be accessed via the blue menu buttons or the drop-down menu bar across the top of the screen.

Course Submissions

This report is a compiled list of all courses for which the student has applied for funding.

Student Course Submissions

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below $500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

Drag a column header and drop it here to group by that column

School Year	Program	District	School Name	Provider	Course Name	Submitted Date	Status	Requested Reimbursemen	Approved Reimbursemen	Flagged

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School Year	Program	Exam Name	Submitted Date	Status	Requested Reimbursement	Approved Reimbursement	Flagged

The Course/Exam Status from the Student Courses Submission and the Student Exam Submissions includes the following:

Status:	Description:
Pending Initial Approval	The student has submitted a reimbursement and the district has neither approved nor denied it.
School Level Approval Received	The school has approved the reimbursement, and the entry is still editable by district users.
Pending SDE Approval	The reimbursement has been submitted to SDE.
Clarification Requested	This course has an issue needing to be resolved. The issue is outlined in the notes section. School district personnel can re-approve this course.
Additional Reimbursement	Application was revised to pay out more. Revision requires additional funds from SDE. Revised after being paid; means Requested was raised.
Approved	The reimbursement has been approved by SDE and is being prepared for payment.
Denied	The school/district denied the reimbursement
Denied upon Revision	Application was denied upon revision. Initial payment made in error, all funds returned to SDE. Revised after being paid; means Requested was set to 0.
Paid	Course has been paid.
Refund to SDE	Application was revised to pay out less. Revision requires return of funds to SDE for overpayment. Refund to SDE. Revised after being paid; means Requested amount was lowered
Reimbursement in Error	Error state from system itself; unused. Reimbursement in Error. System error - shouldn't ever happen.
Rejected	The SDE has revised and denied the reimbursement
Reversal in Error	Reversal in Error; System status; Unused. System failed to update correctly - shouldn't ever happen.

Funding Details

This report can be used to track both the annual use of funding, the approved dollars, and the dollars available for the student.

FLAGS

Flags are indicators in the portal related to program eligibility. If a student has an active flag, this can be viewed using the View Flags page.

If a student has questions about a flag, the student should contact the school's Advanced Opportunities designee. The Advanced Opportunities designee will be able to provide additional insight on flag and/or clearing the flag.

Failed Course/Exam Flags

When a student fails to earn credit for a class due to withdrawal, failing grade, or non-completion, the course provider must enter a flag onto the student account. This allows all portal users to know that the student must then pay for the next "like" class or exam (the same type—overload, dual credit tuition, exam, workforce training course). It is important to note that failed courses/exams only impact continued funding for "like" courses; for example, a failed dual credit course will only impact funding for dual credit courses in the future.

Once a flag is entered, the circle at the end of a student record will appear red. Flags may be entered by the district, the course provider, or the SDE.

Advising Flags (Yellow)

A student who access Fast Forward funds for more than 15 credits must receive postsecondary advising. When the student reaches this threshold, the flag will be generated on the account automatically. Once the student receives advising, the school's Advanced Opportunities designee can clear the flag.

Low Funding Flags (Purple)

When a student's available funding drops below $500, a purple flag will be generated on the account automatically as a warning of available funds.

APPLY FOR EARLY GRADUATION SCHOLARSHIP

A student who is eligible for the Early Graduation Scholarship can apply via the portal via the Apply for Early Graduation Scholarship link on the home page.

The student will complete the short application in the portal. The student will need to input information into the application correctly for payment. Students should be sure to select the correct college entrance year and term, as well as provide their phone number.

Note that the school district must also code the student in the ISEE portal as an early graduate to complete the application. This is typically done after the student has graduated.

Graduation Year:

Eligible For Scholarship:

College Has Verified Enrollment:

First Name:

Last Name:

EduID:

Phone Number:

Year Entering College:

Term Entering College:

College:

Submit Application

If applying for the Early Graduate Scholarship prior to graduation it is likely the status of the application will state "Eligible For Scholarship" is "No". This means the SDE has not received the students record of information.

Once the application is submitted the student process is completed.

As the start of the semester nears, the eligibility status should change to "Yes" as "College Has Verified Enrollment" status should change to "Yes" as well as the "Eligible for Scholarship" status should change to "Yes". This can be found by clicking on "Apply for Early Graduation Scholarship". If these statuses are not "Yes" it is recommended to contact the SDE.

Thank you for your support of Advanced Opportunities.

The State Department of Education is appreciative of all the efforts put in by course provider personnel to ensure that benefits of Advanced Opportunities are paid out to Idaho students. Additionally, we are committed to ensuring effective implementation of these programs. If you have any questions, suggestions, or comments, please feel free to contact the Advanced Opportunities Support team.