

ADVANCED OPPORTUNITIES WEB-BASED PORTAL 4.0

County User Manual



IDAHO STATE DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT AND SAFETY COORDINATION | ADVANCED OPPORTUNITIES

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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

Fast Forward

The Fast Forward program provides every student attending an Idaho public school an allocation of \$4,125.00 to use towards Advanced Opportunities in grades 7-12. The program was expanded by the Legislature in 2016 and can be found in §33-4602. The funds can be used for:

- **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 after school. In the event that student incurs a cost for such courses, the Fast Forward 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 Fast Forward 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. The Fast Forward program can also pay for "vertically aligned credits" where a student earns credit for a course through participating in a more advanced class or by earning a certain score on college placement tests.
- **Exams:** A student can utilize Fast Forward funds to pay for a variety of college credit-bearing or professional technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Career-Technical Education (PTE / 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:** Starting 7/1/19, 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.

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 \$1,500.00. 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 students elect not to attend a college or university immediately after high school, they will have up to two years to utilize the scholarship before it expires.

PORTAL ACCESS

To gain portal access, a new user will need to create an ISEE account on the SDE’s main page. After creating an account, please contact the Advanced Opportunities Support Team to have the correct user permissions assigned.

Upon entering the portal, the following options will appear across the top:



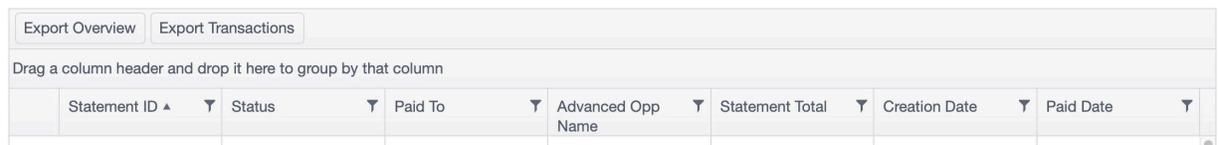
If these options are not visible, please contact the Help Desk to ensure that the correct role has been assigned.

VIEW STATEMENTS

Under View Statements, the User can see all pertinent Advanced Opportunities billing statements and their detailed information.

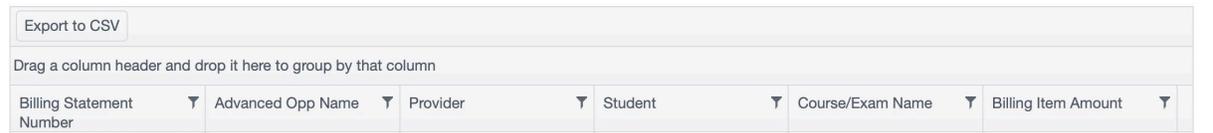
View Billing Statements

The table below contains statements for all transactions related to students from your county. Click on the Statement ID number to view an itemized report of each statement.

A screenshot of the 'View Billing Statements' interface. At the top, there are two buttons: 'Export Overview' and 'Export Transactions'. Below the buttons is a text instruction: 'Drag a column header and drop it here to group by that column'. Below this is a table with the following headers: 'Statement ID ▲', 'Status', 'Paid To', 'Advanced Opp Name', 'Statement Total', 'Creation Date', and 'Paid Date'. Each header has a small downward arrow icon.

To see the details of any statement, the User may click on the statement ID number, with the arrow next to it. This will open up a Billing Details screen, which will identify the statement number, Advanced Opportunity program name, provider, billing item type, student name, course/exam name, and billing item amount.

View County Billing Details

A screenshot of the 'View County Billing Details' interface. At the top, there is a button labeled 'Export to CSV'. Below the button is a text instruction: 'Drag a column header and drop it here to group by that column'. Below this is a table with the following headers: 'Billing Statement Number', 'Advanced Opp Name', 'Provider', 'Student', 'Course/Exam Name', and 'Billing Item Amount'. Each header has a small downward arrow icon.

STUDENT 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 next item must be of the same or greater cost *and* 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.

If a student has a flag and needs to pay tuition for the next “like” class, the out-of-district fees for that “like” course are not eligible to be covered by Fast Forward.

DEADLINES

Deadlines for student application data entry and data submission in the portal are set by the SDE for all school districts. Districts with special circumstances may be able to adjust deadlines to meet local needs, but this only must be done after consultation with providers and with final approval from the SDE. Only the SDE can adjust these windows in the portal.

With input from course providers, the following deadlines by the SDE for the 2019-2020 school year. This chart is also available on the Home tab in the Advanced Opportunities portal.

	Access Window		Verification Window		Submission Deadline
Summer 2019	May 6	Jun 30	Jul 1	Aug 15	Aug 16, 2019
Fall 2019	Aug 26	Sept 27	Sept 30	Oct 31	Nov 8, 2019
Spring 2020	Jan 6	Feb 21	Feb 24	Apr 24	May 1, 2020 (courses) May 22, 2020 (exams)
Trimester 1	Aug 26	Sept 27	Sept 30	Oct 31	Nov 8, 2019
Trimester 2	Nov 18	Jan 17	Jan 20	Feb 1	Feb 7, 2020
Trimester 3	Feb 10	Mar 27	Mar 30	Apr 24	May 1, 2020 (courses) May 22, 2020 (exams)

The SDE will process all submitted data and may reach out to districts or course providers at this time if any red flags arise. Upon SDE approval, payments will be made to course providers and school districts.

Thank you for your dedication to Idaho students!

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.](#)