PROGRAM SUPPORT

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Additional resources are available on the Advanced Opportunities website:  

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

There is currently one type of user role for course providers in the Advanced Opportunities Portal. To attain portal access, a new user will need to create an ISEE account on the SDE’s main page. After creating an account, please have your supervisor contact the Advanced Opportunities Support Team to gain access.

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

<table>
<thead>
<tr>
<th>Home</th>
<th>College User</th>
<th>EGS Manager</th>
</tr>
</thead>
</table>

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

COLLEGE USER

The College User will have the following menus:

<table>
<thead>
<tr>
<th>Home</th>
<th>College User</th>
<th>EGS Manager</th>
</tr>
</thead>
</table>

| Course Catalog | Student Accounts | Verify Enrollment | Reports |

COURSE CATALOG

It is up to the course provider to maintain a current list of dual credit courses to ensure that school districts can make them available to school staff and students. This feature can be found in the “Manage Course Catalog” tab. Select the school year when prompted. The College User may add individual courses or upload an entire catalog. Users may also edit individual records in this screen.

To add an individual record, click “Add New Record.” The following screen will appear:
The College User will enter the course name, institution course, number of credits, cost per credit, total course cost, semester/trimester availability, course type (use the dropdown menu), and CIP code.

Once the course information has been entered, the User must click “Save Changes” or all the entered information will be lost.

For consistent naming conventions, the SDE requires that providers enter the course code followed by the course name. This will allow district personnel, students, and parents to register with ease.

Example: **POLS 101 Political Science**

Additionally, the course providers must indicate the terms during which the courses will be made available to students. “Allow” indicates that courses are open for enrollment. “Disallow” indicates that they are closed for enrollment. Please note that the summer term is indicative of the term preceding the beginning of a school year. For example, Summer 2019 belongs to the 2019-2020 school year.

This is also the screen from which the User can edit an individual course record. To do so, click on the item that needs edited. Add the correct information and “save changes.”

**Catalog Upload**

At the beginning of the year, course providers can upload a new catalog in the form of a CSV file. When doing this, it will override the previous catalog and any settings associated with it. Therefore, it is recommended that this be done only in between terms.

To upload a catalog, the User will go to College User / Course Catalog / Upload Course Catalog. Download the “Course Catalog Templates” file. Fill out the template as follows:

- **SchoolYear:** Type in the end year of the applicable school year, for example enter “2020” for the 2019-2020 school year
- **CourseName:** Type in the name of the course. Use proper naming conventions such as “ENGL 101 English Composition”
- **CreditNumber**: Enter the number of credits such as “3”
- **CreditCost**: Enter the cost per credit, such as “75”
- **AvailableSummer**: Identify if the course is offered during the summer term. Enter “Y” for Yes and “N” for No
- **AvailableFall**: Identify if the course is offered during the fall term. Enter “Y” for Yes and “N” for No
- **AvailableSpring**: Identify if the course is offered during the spring term. Enter “Y” for Yes and “N” for No
- **Coursetype**: Enter Overload Course, Dual Credit, or Workforce Training to identify the type of course being uploaded.
- **CipCode**: Enter the Classification of Instructional Programs code for the associated course.

Do not leave any information blank. This will result in an error and will require another upload. Use the Column Format and Mappings file if you need assistance in completing your file.

When finished, save the file in **.CSV format**. This format flattens the file for upload to the system.

Return to the portal, and select “Choose File.” Locate the file on your computer and select “Upload Course Catalog.”

Under the Course Catalog dropdown menu, the College User will have the option to “Manage Course Catalog.”

![Upload Course Catalog](image)

**STUDENT ACCOUNTS**

Under Student Accounts, the User can use the Student Lookup Tool.
Student Lookup

This feature will allow you to view relevant student information when entering the EduID, First Name, and Last Name of a student. This page will provide a snapshot of where the student has used funds, how much funding remains, and whether or not there are flags. Please note that this information is to remain confidential and is only to be used to inform accurate participation in Advanced Opportunities programs.

Student Lookup Tool

To be directed to the student’s activity profile, enter student’s EduID number, first name, and last name and click “Lookup.”

| EdulID   |   
|----------|---
| First Name |   
| Last Name |   

[Lookup]

VERIFY ENROLLMENT

This a list of all courses for which a funding request has been entered. As each course moves through the verification process, the status listed will change.

This view may be filtered by school year, term, course status, and school district.

As courses are added to the queue, course providers will verify whether or not students are enrolled in these courses. The second to the last column to the right has a check box available to verify enrollments. If students are enrolled in the courses, please verify their enrollment by checking the boxes. If students are not enrolled in the courses, leave the boxes blank. Click “save changes” before moving to the next screen.
When looking at this information, it is important that course details are carefully reviewed. If a course was entered as “Other” by school district personnel, the title of the course will be editable. To edit the course, select the title of the course to be directed to the course details.

For community colleges, it especially important to check the county of residency. This can be done by clicking the “details” tab. If the county of residency is incorrect, click on the course name, and edit the county of residence.

Funding Request Status

Courses, which are entered by students and district personnel, will go through the following status sequence:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Initial Approval</td>
<td>The student has submitted a reimbursement and the district has neither approved nor denied it</td>
</tr>
<tr>
<td>School Level Approval Received</td>
<td>The school has approved the reimbursement, and the entry is still editable by district users</td>
</tr>
<tr>
<td>Pending SDE Approval</td>
<td>The reimbursement has been submitted to SDE</td>
</tr>
<tr>
<td>Clarification Requested</td>
<td>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.</td>
</tr>
</tbody>
</table>

Note that school districts cannot submit data to the SDE until the enrollment verification of their district is completely matched with the course providers.

Clarification Requested

Course Providers can move courses into a “Clarification Requested” status. To do this, click on the title of the course, enter the reason in the Notes box, and select “Send for Review.” This
will push the funding request into a separate report for district personnel to resolve and re-approve.

**Enrollment Match**

This report indicates the percentage of matching data between course providers and school districts. Before a school district can submit data to the State Department of Education, data must meet by a 100% match with the course provider. Any school district with percentages less than 100% must be reconciled. A provider will work in partnership with the school district to ensure that all the data is correct.

The College User will need to communicate with the Workforce Training User regarding the Workforce Training course percentage match. The Workforce User role does not have access to that report at this time.

Details on specific mismatched courses can be seen in the Verify Student Enrollment page. The User can sort by district and then select “is false” to filter the Enrolled column of the report. This will show the User only those courses that haven’t yet been matched for the district. The User may also export the file to a CSV, where the report can also be sorted to identify issues.
REPORTS

Under College User / Reports, the User will find options for View Statements, All Courses, Utilization.

View Statements

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

The statements may be sorted by Fast Forward Billing and Out of District Billing.

**View Billing Statements**

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

<table>
<thead>
<tr>
<th>Statement ID</th>
<th>Status</th>
<th>Paid To</th>
<th>Advanced Opp Name</th>
<th>Statement Total</th>
<th>Creation Date</th>
<th>Paid Date</th>
<th>For OoD</th>
</tr>
</thead>
</table>

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 All Courses

Under View All Courses, the User may sort by school year, term, and course status.

**View All Courses**

The table below contains information on all course funding requests that have been entered. Use the filters below to narrow down your results.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Term</th>
<th>Status</th>
</tr>
</thead>
</table>

Course Status includes the following:

<table>
<thead>
<tr>
<th>Status:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Initial Approval</td>
<td>The student has submitted a reimbursement and the district has neither approved nor denied it</td>
</tr>
<tr>
<td>School Level Approval Received</td>
<td>The school has approved the reimbursement, and the entry is still editable by district users</td>
</tr>
</tbody>
</table>
### Report details include the following:

<table>
<thead>
<tr>
<th>District Name</th>
<th>School Name</th>
<th>Edu ID</th>
<th>Student</th>
<th>Grade</th>
<th>Provider</th>
<th>Course Name</th>
<th>Status</th>
<th>County</th>
<th>Amount</th>
<th>Enrolled</th>
<th>Flagged</th>
<th>Detail</th>
</tr>
</thead>
</table>

This report may also be exported to a CSV file.

### Utilization

The Utilization report provides useful information about the program’s usage, including total number of each type of courses, number of credits taken, amount paid, and student count by school year.

#### Utilization Stats

The table below contains utilization statistics for the Advanced Opportunities programs. The numbers are generated by looking at courses that are currently in the “Paid” status meaning, the reimbursement has already been paid. These numbers do not include courses that are currently undergoing a revision, courses submitted to SDE, or those approved by SDE and awaiting payment generation.
COLLEGE USER 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.

<table>
<thead>
<tr>
<th>Advanced Opportunities Portal 2019-2020 School Year Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Window</td>
</tr>
<tr>
<td>Summer 2019</td>
</tr>
<tr>
<td>Fall 2019</td>
</tr>
<tr>
<td>Spring 2020</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Trimester 1</td>
</tr>
<tr>
<td>Trimester 2</td>
</tr>
<tr>
<td>Trimester 3</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

If course applications are entered into the portal past the recommended deadline, it is up to the course provider to determine whether or not to accept such registrations. The SDE recommends that any entries made after these deadlines be done with the consent of both the school district and the course provider.

Once course entries are approved by school users, course providers can begin to provide verification of course enrollment. Course providers will have approximately a 6-week window to complete the verification process. Upon verification of course enrollments, the school districts must submit data to the SDE by the dates noted above.

Upon the districts’ submissions to the SDE, the course providers will have a one-week window (5 business days) during which they may access the data and use it to finalize internal records. If errors are found during this process, please contact the SDE to correct these errors.
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.

**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.

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. It is important to remember that students can also view the flags.

To enter a flag, go to the individual student account. This can be accessed through the “Students/Student Lookup Tool” or by going to “View Courses” and searching through entered courses; clicking on the blue EduID link will take the user to the individual student record.

Once in the student record, “Student Flags” will appear at the top of the record. To add a flag, click on “Add a new record.” Enter specific details, as a student may have more than one flag in place at a time. Select “Save changes” to add the flag.

When entering a flag, the User should provide the following information for the course for which the student did not earn credit:

- Term
- Course title / Exam title
- Number of credits
• Cost  
• Type of class or exam (overload, dual credit tuition, exam, workforce training course)

Example: “Fall 2019. Student w/d from ENGL 101, 3 cr, $225, DC tuition.”

To clear a flag, the same user must go to the student account and press “Clear.” The flag will show the user who cleared it and the date it was cleared. It will remain as part of the student’s record.

Advising Flags

Students who access Fast Forward funds for more than 15 credits must receive postsecondary advising. When students reach this threshold, the circle at the end of their record will automatically turn yellow. Once the student has received advising, the yellow flag can be cleared by clicking on the student’s EduID and checking the “Student Received Advising” box. Or, if a flag has already been automatically entered, the User can clear it by pressing the “clear” button. If a flag is both yellow and red, this indicates that the student need advising and also has a general flag on their account.

EGS MANAGER ROLE

The Early Graduation Scholarship (EGS) Manager will verify student enrollments and track scholarship payments.
View EGS Applications

To verify student enrollments, the EGS Manager will go to EGS Manager / Reports / View EGS Applications. To verify enrollment, the EGS Manager can sort the report by student name, term, school year, student birth date, or EduID. Once the enrolled student is found, the manager will check the box in the “Is Enrolled” column. This will let the state know that payment may be made on behalf of this student.

View EGS Statements

Under View EGS Statements, the EGS Manager can see the scholarship payments that have been made to the school, which includes the statement number, the total paid, and the date the payment was made.

The scholarship is 35% of ADA; this is typically slightly more than $1,500.
**EGS Payment Schedule**

Payments will be made in a single payment according to the following schedule.

<table>
<thead>
<tr>
<th>Term</th>
<th>Payment sent to colleges by</th>
<th>Make-up payment sent by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 15</td>
<td>September 30</td>
</tr>
<tr>
<td>Spring</td>
<td>January 15</td>
<td>February 28</td>
</tr>
</tbody>
</table>
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.