

Credit Recovery PROGRAM Planning Guide



This guide has been developed to help you evaluate the type of credit recovery program you are looking to offer, the students you are looking to serve, and the instruction and staffing that will be needed for a successful program implementation. Use the questions below as a reference when planning your credit recovery program.

Implementation



How are you currently serving your population in need of credit recovery?

- Virtual or in person
- Time of year available
- Types of courses being offered
- Through a 3rd party



What will the criteria for student eligibility be?

- Student request
- Cohort comparative data
- Teacher/guidance counselor input
- Unit recovery



When will the program be offered to students?

- Summer break
- Before or after school/weekends
- Set times during the school day
- Anytime, year-round (online)



In which learning environment will the program operate?

- Fully virtual
- Blended
- Direct instruction
- Flipped classroom

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How will the program be structured?

- Program location
- Resources for students
- Enrollment and completion timelines



What are the program policies?

- Contact for program questions
- How will grading be managed?
- Contact for course questions
- Letter grade or pass/fail grading



How will student progress and program data be tracked?

- Technologies and systems
- Who will run student intervention?
- Who will oversee and monitor data?
- Real-time decision-making



What are the expectations for all stakeholders?

- Administrators/teachers
- Students
- Parents



What other resources are needed for a successful program?

- Staffing
- Curriculum
- Technology
- Parent communication tool



Can the program easily grow?

- Are scalability and flexibility concerns?
- Can more students be added?
- Can more course choices be added?
- Can students pick up where they left off?



What are the expectations for the program content?

- Is it aligned to state standards?
- Do courses need to be customized?
- Must students complete the entire course to earn credit?

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Stay on Track



What procedures do students need to learn to navigate the program?

- How to ask for help
- How to log in and out of the program
- How to navigate to assignments



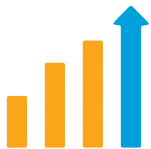
How will teachers be available for content questions?

- Via email
- In the classroom



When will students have consistent time to access content?

- During designated lab time
- At home as homework
- Before and/or after school



In what ways can instructors check in with students to discuss progress?

- Weekly progress meetings
- One-on-one tutoring sessions
- Whole-group knowledge check
- Parent-teacher meetings



How will instructors encourage collaboration?

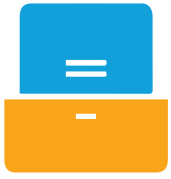
- Group projects
- Class and/or threaded discussions
- Contests
- Communication tool or social media



How will students take notes?

- Notebook (physical or virtual)
- Online resources (such as Evernote or OneNote)
- Built-in notetaking feature in program

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What should be included in a physical portfolio to keep student work organized?

- Copy of student contract
- Course tracking sheet and progress reports
- Notebook
- Offline documents (if applicable)

Program Management



What should you discuss during regular progress meetings with students?

- Pacing
- Strengths
- Areas of improvement
- Unanswered questions



Have communication strategies and areas of responsibility been reviewed by all stakeholders after initial expectations were shared?

- Administrators/teachers
- Students
- Parents



What topics should be discussed during educator group meetings?

- Educator meeting scheduling
- Student attendance and engagement
- Instructional issues
- Reporting best practices
- Remediation strategies



What are ways you can customize a credit recovery curriculum?

- Rearrange curriculum to create custom resources
- Import instructor-created content (documents, web links, presentations)
- Flexible assignment option to meet student interests

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