



## CCA Changes for Online Providers Guidance Document

**Purpose:** This document outlines the standardized procedures for managing changes to Course Credit Acknowledgements (CCAs). Adherence to these procedures is essential to ensure compliance with contractual agreements and to maintain transparency with Local Education Agencies (LEAs).

### Procedure for CCA Change Requests:

#### 1. CCAs with a *Pending Execution* or an *Enrollment Complete* Status:

Changes to a CCA with a status of *Pending Execution* or *Enrollment Complete* require review by the USBE and notification and approval from all relevant stakeholders.

- To initiate a change request, Online Providers must submit the proposed modification to the USBE. Upon receipt, the USBE will facilitate a review process by notifying all relevant stakeholders via email. This may include:
  - LEA Primary Approver
  - School Counselor
  - Online Provider
  - Parents/Guardians
  - Student
- This notification ensures that all individuals with fiscal responsibilities, student educational oversight, and parental or student interest are informed and can provide approval for the requested changes
- The USBE will implement the requested change unless any stakeholder raises a concern

\*Examples of changes processed through this procedure include, but are not limited to:

1. **Credit Value Adjustments:**
  - a. Stakeholders notified-LEA Primary Approver, School Counselor, Online Provider, Parent/Guardian, and student
2. **Course Substitutions and Changes:**
  - a. Stakeholders notified-LEA Primary Approver, School Counselor, Online Provider, Parent/Guardian, and student
3. **LEA and School Changes:**
  - a. Stakeholders notified-LEA Primary Approver, School Counselor, Online Provider, Parent/Guardian, and student

4. **Corrections to Student Data** (e.g., birthdate, grade level):
  - a. Stakeholders notified-Online Provider, Parent/Guardian, and student

## **2. CCAs with a *Confirmed* Status:**

Once a CCA has reached a *Confirmed* status, **no modifications** to the CCA can be made, and the approving LEA is responsible for the course cost. However, Online Providers may update the CCA status to accurately reflect the student's current situation.

### **1. Student Withdrawal After Partial Completion (0.25 Credit):**

- In situations where a student with a *Confirmed* status withdraws from a 0.50 credit CCA after earning 0.25 credit, the Online Provider must select the status: *Student Withdrawal - 0.25 Earned, Cancel Remainder*. This ensures accurate record-keeping and financial reconciliation

### **2. Student Relocation After Partial Completion:**

- If a student earns 0.25 credit for a 0.50 CCA, moves to a new LEA, and the status is changed to *Loss of Eligibility After First 20 School Days*, the student may create a new CCA with the updated LEA for the remaining 0.25 credit
- If the new LEA approves this CCA, they will be charged for the remaining portion, and the student can complete the course

Adherence to these procedures ensures compliance, transparency, and accurate allocation of funds. Please do not hesitate to contact the USBE for any questions or clarification regarding these procedures.