

Work in Progress (WIP) Procedures for 2018-19 School Year

Please notice the following policy changes for obtaining a **Work In Progress**:

1. A student must have completed at least 30% of the course assignments (in both terms for a 1 credit course) to qualify.
2. A student must have at least a 40 average in the course (both terms for a 1 credit course).
3. Students will have a maximum of five weeks to complete the course during the WIP.
4. Only one WIP will be allowed per course.
5. WIPs are no longer available for Credit Recovery and Credit Advancement students.

Students who do not meet the qualifications may be enrolled in a new section in the next term to repeat the course.

When requested by a school's administrator or counselor, a student may continue working in a section **once it re-opens**, until the five weeks are over.

- Beginning two weeks before the Request Term's end date and continuing until two weeks after the next Request Term's beginning date, schools may request WIPs for their students. Each school must use the WIP Web Request Form found on the ACCESS Website (<http://accessdl.state.al.us/educators>). Follow these steps: Click on the Administrators/Counselors drop down menu. Then click on [Work in Progress \(WIP\) Web Form](#).
- The school administrator or counselor will need to complete each box on the form for all students needing a WIP. Please use iLive to get the information needed. Under the scheduling tab on the left, select Request. Look up the student that needs a WIP.

<input type="checkbox"/> Request	Term	Inst	Status	Course	Ptn	Cr	Section	RS	SC	School	Student	Grade	Counselor	Teacher	Origin
<input type="checkbox"/>	11021	Traditional - all year	WBI	Completed	Physics	F	1.0	080.005		UA	Booth, Jordan Malachai	12			

This will be an automated process. If you place bad information in the form, then an email will be sent to the school administrator and/or counselor alerting them of an error in the WIP request.

- The section will re-open for students to access their course **seven days** after the original Section end date.
- The ALSDE will evaluate and process the request.
 - If the form is not received within the proper date range or if the form is incomplete, then the school administrator or counselor will be notified via email.
 - After WIP requests have been accepted, the schools and teachers will be emailed a list of students who have received a WIP.
 - When the Section ends, the teachers will complete grading. **Seven days after the Section ends, the ALSDE will reopen the Section for the WIP student to continue working.**
 - The ALSDE will email the school and teacher on the WIP end date.
 - If the student finishes working in the course before the end of the five-week **WIP** period the teacher will notify the student's school to inform their support center that the student has finished work. The support center will then mark the student "COMPLETE" for that course.
 - The ALSDE will email the school when the student request status has been marked Complete.

If there are special circumstances that prohibit a student from completing the course during the requested term, please contact the ALSDE ACCESS Administrator.