



# Going the Distance:

Monthly News & Updates

December 2022

## News Briefs

### CDE Prepares for the 68th Legislative Assembly

CDE has prepared a [short whitepaper](#), outlining its legislative priorities. In addition to maintaining our current level of funding from the state, we are asking for three additional FTEs. While CDE responded to previous spikes in enrollment by relying on adjuncts to deliver our courses, with the enrollment trends stabilizing, we hope to add additional stability to our operations. CDE has conducted studies on students' outcomes in courses delivered by an FTE vs. an adjunct teacher, finding a strong correlation between FTEs and course pass rates. Consequently, we aim to hire more full-time teachers to serve students in our highest-need areas based on enrollment. CDE also aims to increase the size of our help desk team, who worked tirelessly throughout the pandemic to respond to teacher and student troubleshooting needs and remains overloaded with technology-related requests. CDE has also received sponsors on two bills it initiated. Read about these bills and our fiscal requests in our [Legislative Priorities whitepaper](#).



### CDE Introducing Two Major Policy Changes in January

With the pandemic impact subsiding, CDE is beginning to reflect on refining its policies and practices to promote student learning and achievement better. Read below on the policy changes taking effect on **January 1st, 2023**, and how they might affect your students.

#### Extension Requests



During the rush of virtual learning across the state, CDE saw a need to offer more flexibility in student enrollment windows. We are pleased to announce that we will continue providing different extension opportunities for students with just a few changes. Be sure to save the link to the [new Extension Request form](#); it will open in the new year.

- **Default Course End Dates:** CDE has default 20-week enrollment windows for all courses (18 weeks for dual credit) based on best practices in delivering online education; yet, we understand that each school partner may have unique needs related to enrollment windows. Virtual academies, for example, often request that students complete courses in an expedited timeframe but sometimes need to adjust this schedule to allow the students more time to match traditional pacing. Now, they can quickly identify that extension date on the [Extension Request form](#). Note that this extension date change will only be **available once**, so we encourage you to double-check the new end dates before submitting the form.

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### In the Spotlight: Educators, Students, & CDE Staff



Alexia Guerrero  
Senior, NDCDE &  
Gackle-Streeter PS

This month, the spotlight shines on Alexia Guerrero. She is a senior at Gackle-Streeter Public Schools who is currently taking a digital photography course through CDE, producing remarkable work. CDE teacher, Annette Marchand, recommended that Alexia be featured, and her work is included throughout this publication. Alexia's story is continued on the next page in her own words.



## Student Spotlight (continued)

*My name is Alexia Guerrero; I have always loved photography, but it never grew to be anything more than some pictures on my phone, so when I was introduced to CDE and saw the photography class, I was so excited. I've learned so much about how to handle a camera and how to manipulate photos to meet my vision. My teacher has really helped me; she has always answered all of my questions with great detail and very quickly, and her comments on my photos have really helped motivate and encourage me. It's given me the confidence to start looking into photography as more than an assignment or hobby.*

CDE is excited to play an integral role in helping North Dakota students like Alexia find their passions. CDE offers a number of courses intended to do just that, available in our online store: <https://store.cde.nd.gov/>. Students and parents interested in sharing their CDE success stories may do so by completing this form: <https://forms.office.com/r/FyvHd1Dp5j>.

## January Enrollment Reminders

As school districts plan ahead for enrolling students in CDE courses in 2023, we have a few helpful reminders to assist with the process.

- Beginning with an overview of how to enroll a student, CDE has videos and comprehensive guidance on the enrollment process on its website: <https://www.cde.nd.gov/information/policies-resources/enrollment/how-enroll>
- To receive your Small Organized School discount, make sure your membership is current. Visit <https://www.ndsos.org/> to learn more.
- CDE accepts credit cards! Districts can enroll students and pay for the courses in one transaction.
- CDE changed the name of **test administrators to learning coaches** when it added K-5 grades. The roles and responsibilities of these individuals **have not** changed at the middle and high school levels. Learn more here: <https://www.cde.nd.gov/information/learning-coach>

## Policy Updates (continued)

**Short-Term Extensions:** CDE granted automatic two-week extensions to students during the pandemic. We now ask that the course requestor (i.e., the individual enrolling the student in a course) apply for a short-term extension of up to 14 days beyond the scheduled end date of the course. To help ensure that students can successfully complete the course within the extension period, we require the request to meet the following criteria: the request is at least 48 hours before the course end date, the student has completed at least 70% of the coursework with fidelity, and has documented unforeseen circumstances prevent the student from completing a course by its scheduled end date. CDE will review each request to determine if it meets these standards and notify the requestor of our decision.

**Satisfactory Academic Progress (SAP):** For many years, CDE automatically unenrolled a student who had not submitted at least one assignment in the initial ten days of a course. As of the new year, CDE will no longer be dropping enrollments based on a lack of submitted work during this period. Instead, our staff will identify students who have not accessed course material in the first seven days of enrolling. CDE staff will send a notice to these students, their learning coaches, the course instructor, and the requestor of the course. This email will alert the stakeholders of the student's inactivity, provide the SAP policy, statistics on engaging in courses early, and instructions on unenrolling the student if needed. CDE offers a drop grace refund within the first 10 business days of each class, less \$20 for administrative processing. After this, students may withdraw from a CDE course for up to ten weeks with no grade or refund issued.

CDE believes that the above policy revisions maximize flexibility and local decision-making while also helping set up each student for success. We welcome questions or feedback as we prepare to implement these changes.

## CDE Holiday Reminders

The CDE Office will be closed on Monday, December 26th in observance of Christmas Day and January 2nd in observance of New Year's Day. The CDE administrative team wishes its students, parents, staff, and educational partners across the state Happy Holidays!

