

## SETTING UP CO-TAUGHT & INCLUSION COURSES IN THE SKYWARD COURSE MASTER

This guideline will help you set-up your course master in Skyward for co-taught and inclusion courses and will:

- Facilitate accurate Skyward course master schedules
- Clear-up USOE/NCLB reporting discrepancies
- Keep CACTUS educator records accurate
- Reduce confusion for FTE Audits
- Ensure uniformity throughout the District

### GUIDELINE

1. Determine the co-taught/inclusion course(s) and instructor(s)
2. Set-up the course master in Skyward using the same procedure for all other courses
3. Use the regular education course number from the “Course Catalog” (Animal Book)
  - a. *Please note:* There are no courses titled “Co-teaching” or “Inclusion”
4. Both instructors/teachers are listed for the course
  - a. Skyward allows multiple instructors for each course
5. The “Regular Education” teacher is the **PRIMARY** instructor
  - a. The primary instructor is used for all Highly Qualified status reports
  - b. There are no “co-teaching” course numbers for regular educators in CACTUS
  - c. Math courses that are for intervention/remediation should use the “Supplemental Math 10-12” course number. (use for grades 7-12)
6. The “Special Education” teacher is the **ALTERNATE** instructor
  - a. The alternate instructor will be hard-coded using the “co-teaching” CACTUS course number by HR
  - b. Only Special Educators may have a “co-teaching” course number to be USOE/NCLB Highly Qualified
7. Co-Taught and/or Inclusion course numbers cannot be entered by the school. These course numbers must be entered at the District level.
  - a. Send your co-taught/inclusion course information to Jill in Human Resources ([jill.lisonbee@jordandistrict.org](mailto:jill.lisonbee@jordandistrict.org)) **ASAP** or no later than **JUNE 1** using the following format:

<u>School</u>	<u>Co-Taught Course</u>	<u>Instructors</u>	<u>Listed as:</u>	<u>Qualified</u>
Mos Easley	Secondary Math II	Eve Moneypenny	Primary	Math Level IV
		Han Solo	Alternate	Special Ed.
	Language Arts	Dolores Umbridge	Primary	English 6-12
		Jason Bourne	Alternate	Special Ed.

