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) ASAP or no later than JUNE 1 using the following format:

<table>
<thead>
<tr>
<th>School</th>
<th>Co-Taught Course</th>
<th>Instructors</th>
<th>Listed as:</th>
<th>Qualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mos Eisley</td>
<td>Secondary Math II</td>
<td>Eve Moneypenney, Han</td>
<td>Primary</td>
<td>Math Level IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Solo</td>
<td>Alternate</td>
<td>Special Ed.</td>
</tr>
<tr>
<td>Language</td>
<td>Dolores Umbridge</td>
<td>Primary</td>
<td>English 6-12</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>Jason Bourne</td>
<td>Alternate</td>
<td>Special Ed.</td>
<td></td>
</tr>
</tbody>
</table>

Send co-taught/inclusion course information to HR.