PROGRAM SUPPORT

Brock Astle
Statewide Coordinator of Advanced Opportunities
bastle@sde.idaho.gov
(208) 332-6944

Helen Savage
Regional Contractor, North Idaho
hsavage@sde.idaho.gov
(208) 305-0372

Additional resources are available on the Advanced Opportunities website:

See the Training tab for further resources.
TABLE OF CONTENTS

Program Overview.........................................................................................................................................................3
Portal Access..................................................................................................................................................................5
  Creating a New Account..............................................................................................................................................5
  Participation From......................................................................................................................................................7
Home Page..................................................................................................................................................................7
  Student Access Window..........................................................................................................................................7
View Profile..................................................................................................................................................................8
Request Funding..........................................................................................................................................................9
Reports........................................................................................................................................................................10
  Course Submissions................................................................................................................................................10
  Exam Submissions....................................................................................................................................................11
  Funding Details.......................................................................................................................................................12
Flags...........................................................................................................................................................................13
  Failed Course/Exam Flag........................................................................................................................................13
  Advising Flag........................................................................................................................................................13
  Low Funding Flag..................................................................................................................................................14
Apply for Early Graduation Scholarship...................................................................................................................14
PROGRAM OVERVIEW

Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school an allocation of $4,125 to use in grades 7-12 for certain courses and exams, in which a student may incur a cost.

- **Overload Courses:** An overload course is a high school level course that is taken in excess of 12 credits and outside of the student’s regular school day. These courses are offered online, during the summertime, and before/after school. In the event that student incurs a cost for such courses, the program can pay up to $225.00 for the cost of the course.

- **Dual Credit Tuition:** Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The program can pay for up to $75.00 per credit for these courses. Dual credit courses can be taken in a student’s high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links tab on the State Advanced Opportunities website.

- **Exams:** A student can utilize funds to pay for a variety of exams and proctoring fees. Exams include: Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), college entrance exams and Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities website.

- **Workforce Training Courses:** Students may use up to $500 per course ($1000/year) to cover the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license or degree, and allow high school students to participate.

Remedial or repeated content is ineligible for funding through the Advanced Opportunities program.

Challenging Courses

Many school districts provide options for students to challenge courses for credit. In most cases, this means that a student would request to challenge a course by taking an exam. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student a high school credit without requiring that the student take
the course. Local school districts can be contacted for a list of courses eligible for challenge in their districts under Advanced Opportunities.

**Early Graduation Scholarship**

Early Graduation Scholarships are available for students who graduate at least one full year early from a public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly $1,850.00. The school district receives the same amount as the student.

Scholarships can be used at Idaho public post-secondary institutions. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If a student elects not to attend a college or university immediately after high school, they will have to apply within two years of their high school graduation to utilize the scholarship before it expires.
PORTAL ACCESS

It is recommended that every student who utilizes Advanced Opportunities funding create an account for the Advanced Opportunities portal. The portal can be used to request funding, track funding requests, and apply for the Early Graduation Scholarship.

To access the portal, a student will visit the [Advanced Opportunities home page](#) on the State Department of Education website. From there the student will click on the blue “Student Application Portal” button.

From the portal log in landing, the student can create a new account or log into an existing account.

**Advanced Opportunities**

Welcome to the Advanced Opportunities Portal. In this portal you will be able to request funding through the Advanced Opportunities program for overload courses, dual credit, and exams. Additionally, you will be able to track expenditures of your allocation. Please note that all accounts and requests must be approved through your local school district.

Before creating an account, please visit the [State Department of Education website](#) to learn about Advanced Opportunities, and meet with your counselor to make a plan.

Please contact your school counselor with questions.

[Click Here to Log In](#)
[Create an Account](#)

Creating a New Account

To create an account, the student will select “Create an Account” and will select “New User” on the next page.
If the student is having trouble logging into an existing account, the student can select “Can’t Log On” from this page. This will provide the student with the opportunity to reset the password for the account or to resend a verification link to complete the account creation process.

The student will complete the Enroll New Student page. It is important that the student completes the fields (with the exception of the EduID field, which is optional).

Once this page has been completed, with the student reading and acknowledging the risk statement at the bottom of the page, the student can click on the “Enroll New Student” button.
This action will prompt an email to be sent to the email address provided. The student will now need to log into their email account, open the email, and click on the verification link provided in the email.

Once the verification link has been clicked, the student’s account information will be sent to the Advanced Opportunities designee at the school to be approved.

*Note that the student will not be able to access information beyond the Profile page until the account has been approved by the school/district.*

**Participation Form**

In order to access Advanced Opportunities funding, the student will also need to print out and complete the *Advanced Opportunities Participation Form*. The finished form will be kept on file by the local school/district. The student will return the form to the school’s Advanced Opportunities designee. *Please do not send the forms to the State Department of Education.*

Both the English and Spanish versions of the form can be accessed via the portal.

**HOME PAGE**

From the Home Page, the student will have access to general information about the Advanced Opportunities program. From here, the student will also be able to access all of the information pages in the portal.

The pages can be accessed via the drop-down menu bar across the top of the screen.

The pages can also be accessed via the blue menu buttons located on the left-hand side of the page.
Student Access Window

Funding can be requested during specified windows of time throughout the school year. The funding request window is available on the bottom of the student’s homepage.

<table>
<thead>
<tr>
<th>Term</th>
<th>Open Date</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2022/ Trimester 1</td>
<td>April 4, 2022</td>
<td>September 30, 2022</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>November 21, 2022</td>
<td>March 3, 2023</td>
</tr>
<tr>
<td>Spring 2023</td>
<td>November 21, 2022</td>
<td>March 3, 2023</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>November 21, 2022</td>
<td>April 7, 2023</td>
</tr>
</tbody>
</table>

*Students are unable to request funding outside of funding request window.*

Though the windows are outlined on the homepage in the Advanced Opportunities portal, districts/schools may have their own individual windows for funding applications.

*Note that districts will either 1) have students request funding or 2) request funding on behalf of students during these windows. It is important for students to communicate with the local Advanced Opportunities designee for more information about local policies.*

**VIEW PROFILE**

The Profile page features student information that can be edited once the account has been created. If a student transfers districts or needs to update the email address, password or name, the student will utilize the Profile page.
REQUEST FUNDING

In some districts, the school’s Advanced Opportunities designee will request funding on behalf of the student. In this case, the student will not need to request funding via the portal.

In some school districts, the student will request funding for a course or exam. It is important to understand local policies and procedures related to this process.

A student requesting funding will use either the Request Funding tab or the Request Funding button.

From here, the student will select either the exam or course funding application.

The funding request form will need to be completed for each exam or course for which the student is seeking funding. It is important that the student completes the form accurately.
The student can submit one single request by selecting “Submit Course and Finish” or can submit multiple courses in a row by selecting “Submit Another Course.”

When requesting funding for an exam a student will input information from the drop-down menus. If the student would like to use funding for a proctoring fee, the student will check the box “Has Proctoring Fees”. Once the box is checked, the student will select the exam center.
who proctored the exam and input the fee amount. If the exam center is not listed, select “Other” and type in the name.

The Requested Reimbursement is the total of the exam and any proctoring fees.

Please note courses must be submitted for funding in the term in which they were taken. If the date in which the course is not available please contact the school.

REPORTS

The reports in the portal are helpful for a student who wants to track progress and manage funding. These reports can be accessed via the blue menu buttons or the drop-down menu bar across the top of the screen.

Course Submissions

This report is a compiled list of all courses for which the student has applied for funding.

Student Course Submissions

To view the details of a flag, either click on the flag or click the “View Flags” tab. Below are flag descriptions:

- **Green**: Student is able to make funding requests.
- **Purple**: This is a warning that the student’s Advanced Opportunities balance is at or below $500.
- **Yellow**: The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red**: The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

Drag a column header and drop it here to group by that column

<table>
<thead>
<tr>
<th>School Year</th>
<th>Program</th>
<th>District</th>
<th>School Name</th>
<th>Provider</th>
<th>Course Name</th>
<th>Submitted Date</th>
<th>Status</th>
<th>Requested Reimbursement</th>
<th>Approved Reimbursement</th>
<th>Flagged</th>
</tr>
</thead>
</table>

Should a student have a purple, yellow, or red flag, the student can click on the flag color to find out the details of the flag.

Exam Submissions

This report is a compiled list of all exams for which the student has applied for funding.

Student Exam Submissions

To view the details of a flag, either click on the flag or click the “View Flags” tab. Below are flag descriptions:

- **Green**: Student is able to make funding requests.
- **Purple**: This is a warning that the student’s Advanced Opportunities balance is at or below $500.
- **Yellow**: The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red**: The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

Drag a column header and drop it here to group by that column

<table>
<thead>
<tr>
<th>School Year</th>
<th>Program</th>
<th>Exam Name</th>
<th>Submitted Date</th>
<th>Status</th>
<th>Requested Reimbursement</th>
<th>Approved Reimbursement</th>
<th>Flagged</th>
</tr>
</thead>
</table>
The Course/Exam Status from the Student Courses Submission and the Student Exam Submissions includes the following:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Initial Approval</td>
<td>The student has submitted a reimbursement and the district has neither approved nor denied it.</td>
</tr>
<tr>
<td>School Level Approval Received</td>
<td>The school has approved the reimbursement, and the entry is still editable by district users.</td>
</tr>
<tr>
<td>Pending SDE Approval</td>
<td>The reimbursement has been submitted to SDE.</td>
</tr>
<tr>
<td>Clarification Requested</td>
<td>This course/exam is in review. The issue is outlined in the notes section. School district personnel can re-approve the request or deny it.</td>
</tr>
<tr>
<td>Additional Reimbursement</td>
<td>Application was revised to pay out more. Revision requires additional funds from SDE. Revised after being paid; means Requested was raised.</td>
</tr>
<tr>
<td>Approved</td>
<td>The reimbursement has been approved by SDE and is being prepared for payment.</td>
</tr>
<tr>
<td>Denied</td>
<td>The school/district denied the reimbursement</td>
</tr>
<tr>
<td>Denied upon Revision</td>
<td>Application was denied upon revision. Initial payment made in error, all funds returned to SDE. Revised after being paid; means Requested was set to 0.</td>
</tr>
<tr>
<td>Paid</td>
<td>Course has been paid.</td>
</tr>
<tr>
<td>Refund to SDE</td>
<td>Application was revised to pay out less. Revision requires return of funds to SDE for overpayment. Refund to SDE. Revised after being paid; means Requested amount was lowered</td>
</tr>
</tbody>
</table>

Funding Details

This report can be used to track both the annual use of funding, the approved dollars, and the dollars available for the student.

<table>
<thead>
<tr>
<th>Advanced Opp Name</th>
<th>School Year</th>
<th>Term Name</th>
<th>Credits Approved</th>
<th>Exams Approved</th>
<th>Dollars Approved</th>
<th>Dollars Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fast Forward</td>
<td>2016-2017</td>
<td>Year</td>
<td>1</td>
<td>0</td>
<td>$152</td>
<td>$3973</td>
</tr>
<tr>
<td>Fast Forward</td>
<td>2017-2018</td>
<td>Year</td>
<td>1</td>
<td>0</td>
<td>$152</td>
<td>$3973</td>
</tr>
<tr>
<td>Fast Forward</td>
<td>2018-2019</td>
<td>Year</td>
<td>1</td>
<td>0</td>
<td>$152</td>
<td>$3973</td>
</tr>
</tbody>
</table>
FLAGS

Flags are indicators in the portal related to program eligibility. If a student has an active flag, this can be viewed using the View Flags page. An active flag is indicated with no date in the “Cleared Date” column. If a date is present in the “Cleared Date” column, the flag is not active.

View Flags

The grid below shows cleared and active flags on your account. A flag is a communication mechanism used to notify your school and other providers of your account status. Active flags may affect your ability to be reimbursed for courses or exams. If you have questions or concerns about a flag on your account, please contact the Advanced Opportunities designee at your school.

<table>
<thead>
<tr>
<th>Edu ID</th>
<th>Reason</th>
<th>Type</th>
<th>Course/Exam Name</th>
<th>Note</th>
<th>Create Date</th>
<th>Cleared Date</th>
</tr>
</thead>
</table>

If a student has questions about a flag, the student should contact the school’s Advanced Opportunities designee. The Advanced Opportunities designee will be able to provide additional insight on flag and/or clearing the flag.

Failed Course/Exam Flags (Red)

A student who fails to earn credit for a class, either due to withdrawal, failing grade, or non-completion paid by Advanced Opportunities, a flag will be entered on the student’s account. This allows all participants to know that the student needs to pay for and successfully earn credit or complete one like course **before** any further course funding reimbursements can be made from Advanced Opportunities.

**Note:** Exam policies for Advanced Opportunities are set by the school district. Talk with the school district AO designees to learn more.

Any unsuccessful course type will require a student to pay for and successfully earn credit or complete one like course **before** any further course funding reimbursements can be made from Advanced Opportunities.

Below are examples.

<table>
<thead>
<tr>
<th>If.....</th>
<th>Then....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student fails to earn credit for overload course.</td>
<td>Student must either pay for a dual credit, overload, or workforce training course (assuming credit is granted) and earn credit or complete one overload course.</td>
</tr>
<tr>
<td>Student fails to earn a dual credit course.</td>
<td>Student must either pay for a dual credit, overload, or workforce training (assuming credit is granted) course and earn credit or complete a dual credit course.</td>
</tr>
</tbody>
</table>
When is a course considered an unsuccessful attempt?

Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed an unsuccessful attempt. Generally, unsuccessful course attempts are considered when a student fails to earn credit in which a grade is earned and paid by Advanced Opportunities. Most commonly these are courses in which students withdraw or fail. To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from the course, would not receive a grade and will not be charged. Dropped courses generally are not considered unsuccessful attempts. Incomplete grades are generally not determined as unsuccessful course attempts.

Terminology:

Dropped course- Student is not charged by Idaho college and does not receive a grade.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g. W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g. U, F)

Incomplete course- Incomplete grades are generally considered extensions to complete a course and are not considered a final grade. The final grade will determine whether or not the student was successful/ unsuccessful (e.g. I).

What if the grade received for the course was beyond the student’s control?
Each provider has a grade appeals process, the student would be required to follow the providers process. Advanced Opportunities will honor such outcomes.

**What happens when a student is unsuccessful in a course paid by Advanced Opportunities?**

Beyond the grade being reported on transcripts. A flag should be placed on the students account in the Advanced Opportunities portal, when it is realized the student is unsuccessful.

**How do we know when a student has unsuccessfully completed a course?**

Unsuccessful attempts are denoted with flags in the Advanced Opportunities portal. Flags are determined by grades. It is likely the student will know outcomes before flags are reported on the students account. When a student realizes they may be unsuccessful it is important to contact their academic advisor.

**When can a flag be removed?**

Any red flags placed on a student’s account will need to be cleared before any further funding and payment can be made by the SDE for courses. When the flag is removed will depend on when the course is completed or when it is determined that student will successfully complete or earn credit and meet their obligation for Advanced Opportunities funding. Removing flags are generally at the end of each term.

**My student was unsuccessful last semester/trimester in one course and the next semester they plan to take multiple courses.**

While there are various reasons for students’ unsuccessful attempts, a student must pay for and successfully earn credit or complete one (1) like course before the State Department of Education may pay any further reimbursements for courses. If there are concerns regarding the student’s grade, the recommendation would be to follow the policies and guidelines of the provider of the course for grading corrections and questions. No payments for courses can be made until red flag(s) have been cleared.

**My student was unsuccessful in taking an exam, what is the policy?**

Exams will not have any bearing on course funding requests. Each school district has the ability to determine policy in regards to exams. If a student has scored inadequately on an exam, the local school district policy can determine whether or not a student is required to pay for and successfully complete an exam before funding can be utilized for further exams.

**What happens when a student is unsuccessful in multiple courses?**
Regardless of the number of courses a student was unsuccessful when Advanced Opportunities funding was used, the student will need to pay for and earn credit of only one course or complete one like course before being allowed to use Advanced Opportunities funding for additional courses.

Advising Flags (Yellow)
A student who access Fast Forward funds for more than 15 credits must receive postsecondary advising. When the student reaches this threshold, the flag will be generated on the account automatically. Once the student receives advising, the school’s Advanced Opportunities designee can clear the flag.

Low Funding Flags (Purple)
When a student’s available funding drops below $500, a purple flag will be generated on the account automatically as a warning of available funds.

APPLY FOR EARLY GRADUATION SCHOLARSHIP

A student who is eligible for the Early Graduation Scholarship can apply via the portal via the Apply for Early Graduation Scholarship link on the home page.

The student will complete the short application in the portal. The student will need to input information into the application correctly for payment. Students should be sure to select the correct college entrance year and term in which they plan to start, as well as provide their phone number. If a student is enrolled in a workforce training program, check the box “Is workforce training”.
Note that the school district must also code the student in the ISEE portal as an early graduate to complete the application. This is typically done after the student has graduated.

If applying for the Early Graduate Scholarship prior to graduation it is likely the status of the application will state “Eligible For Scholarship” is “No”. This means the SDE has not received the student’s record of information.
Once the application is submitted the student process is completed.

The student may track the scholarship progress via their Advanced Opportunities account. The application will state “No” for eligibility until accurate information has been received upon the student’s graduation from the school district. If after June 15th of the graduation year the eligibility still states “No” the student should contact the SDE. This may a result of an error or the student is not eligible. Students are encouraged to communicate with their Advanced Opportunities Designee to confirm eligibility for this scholarship.

Payments of scholarship will generally occur on the following timeline:

Fall- Estimated payment date August 15

Spring- Estimated payment date January 15
Thank you for your support of Advanced Opportunities.

The State Department of Education is appreciative of all the efforts put in by course provider personnel to ensure that benefits of Advanced Opportunities are paid out to Idaho students. Additionally, we are committed to ensuring effective implementation of these programs. If you have any questions, suggestions, or comments, please feel free to contact the Advanced Opportunities Support team.