

FOR PRE-AP COORDINATORS

# Pre-AP Timeline



Date	Event	Action
<b>Feb 3, 2020</b>	<b>Pre-AP Summer Institute registration opens</b>	Receive Pre-AP Summer Institute registration codes and instructions by email once ordering and payment is completed.
<b>Apr 1, 2020</b>	<b>Course Audit opens for Course Audit administrators</b>	Share the Course Audit access codes, sent to you via email, with the Course Audit administrator. Remind the Course Audit administrator to complete the required attestations and approve Course Audit forms submitted by teachers, which will provision Pre-AP Classroom access to teachers.
<b>Apr 13, 2020</b>	<b>Course Audit opens for teachers</b>	Remind teachers to sign in to Course Audit to indicate which course they are teaching and complete attestations.
<b>June 2020</b>	<b>Pre-AP Classroom Access</b>	Sign in to Pre-AP Classroom using your course access code. Encourage leaders and teachers to sign in and get familiar with the platform, including the community.
<b>June 2020</b>	<b>College Board ships print materials</b>	
<b>June–August 2020</b>	<b>Pre-AP Summer Institutes</b>	Make sure that teachers and leaders attend the institutes (this is 1 of 2 options to fulfill the professional learning requirement). Teachers attend the institute for 4 consecutive days; leaders join for the last day. Complete the Course Audit process in order to access Pre-AP Classroom, which is required for this event.
<b>July 2020</b>	<b>Online Foundational Modules are available (no charge)</b>	If teachers and leaders have not attended the Pre-AP Summer Institute, ensure they have completed the online modules (this is 1 of 2 options to fulfill the professional learning requirement).

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# Implementation Best Practices

As your school's Pre-AP® coordinator, you play a key role in implementing the program. You'll share information with teachers and other staff, manage student rostering, arrange the required professional development, and more.

## Before School Begins

After your school purchases Pre-AP courses, here's what to do before the school year begins.

- Work with your principal to appoint a Course Audit administrator (unless you choose to fill this role). This position should be filled by an instructional leader who is empowered to attest to the curriculum and resource requirements for implementation at your school site. Stay in communication with the Course Audit administrator throughout the Course Audit process.
- Let teachers and 1 required school leader know about their 2 options for completing the required professional learning.
- As soon as it opens, get familiar with the Pre-AP Classroom and explore the resources you can access there.
- Join the official online Pre-AP Community.
- Get familiar with your responsibilities and the supports available to you. Start by exploring the [preap.org](https://preap.org) and the Pre-AP Coordinator's Manual.

## During the School Year

Your work will continue as the program is implemented. Here are some tips to help your school get the most out of Pre-AP.

- Encourage teachers to plan together so they can select curricular resources aligned to the framework. Consider facilitating professional learning communities and/or cross-curricular, cross-school, or cross-district meetings.
- Confirm all teachers have completed at least one Online Scoring Module for performance tasks, a program requirement.
- Ensure that teachers administer the required 1 learning checkpoint per unit and all the performance tasks.
- Stay up-to-date on program information and deadlines by reading the communications.
- Help teachers and students access and use Pre-AP Classroom; make sure they have the technology and support they need. Work with your school's technology administrator to ensure that school systems meet technical requirements.

For more information, go to [preap.org](https://preap.org).