

FOR PRE-AP SCHOOL
AND DISTRICT LEADERS

Pre-AP Timeline



Date	Event	Person	Action
Sep 20, 2019– Aug 31, 2020	Ordering window	District or School Administrator	Order Pre-AP courses for school or district.
Feb 3, 2020	Pre-AP Summer Institute registration opens	Pre-AP Coordinator and Orderer	Receive Pre-AP Summer Institute registration codes and instructions by email once ordering and payment is completed. Register teachers and at least one leader for the institutes.
Apr 1, 2020	Course Audit opens for Course Audit administrators	Course Audit Administrator	Complete required attestations using the Course Audit access code emailed to the Pre-AP Coordinator. Approve Course Audit forms submitted by teachers, which will provision their Pre-AP Classroom access.
Apr 13, 2020	Course Audit opens for teachers	Teachers	Indicate which course they are teaching and complete attestations.
June 2020	Access Pre-AP Classroom	Teachers, Administrators, Pre-AP Coordinators	Log in using course access codes (administrator and Pre-AP coordinator) or account information (teachers).
June 2020	College Board ships print materials		
June–August 2020	Pre-AP Summer Institutes	Teachers, Administrators	Attend the institutes (this is 1 of 2 options to fulfill the professional learning requirement). Teachers attend for 4 consecutive days, with leaders joining for the final day.
July 2020	Online Foundational Modules are available (no charge)	Teachers, Administrators	If teachers and leaders have not attended the institute, ensure they have completed the online modules (this is 1 of 2 options to fulfill the professional learning requirement).

Implementation Best Practices

Here are tips we've collected from our partner schools to help you prepare for and use Pre-AP®.

Building Consensus

Thinking of implementing Pre-AP? We recommend getting buy-in from all stakeholders, especially your teachers.

Here's how to share information.

- Explore the course information provided on the Pre-AP website (preap.org) and share it with instructional leads to gather input.
- Consider hosting a Pre-AP Readiness Workshop to better understand the foundational elements of Pre-AP.
- Meet with full school leadership teams to discuss all the program requirements.
- Determine your school's or district's approach to the Pre-AP for All requirement.

Creating Your Pre-AP Team

After the decision is made and your order is complete, take action to prepare for a smooth implementation.

- Determine who will be your Pre-AP coordinator and wwPre-AP Course Audit administrator.
- Schedule planning time with teachers to review course frameworks within and across grades and subjects; teachers should be familiar with the frameworks before they begin the required professional learning.
- Review the current curriculum with teachers and let them know they'll still need it: Pre-AP is not a curriculum.
- Make sure counselors understand the program requirements and what will change for students, so they can answer questions from students and parents.

Implementing Pre-AP

It is critical to continue to support teachers through the school year to have a successful implementation.

- Remind teachers and at least one leader to complete the required professional learning (either in person or online).
- Confirm all teachers have completed at least one Online Scoring Module for performance tasks, a program requirement.
- As teachers complete the required professional learning, suggest that they meet in subject-specific teams to discuss what they learned. Encourage teachers within subjects to continue to plan together; for example, they can meet to select curricular resources aligned to the framework.
- Make sure you are registered in Pre-AP Classroom as an administrator. Get familiar with Pre-AP Classroom components and how teachers and students will use it.
- With teachers and counselors, make a plan for helping students create their College Board account. Each student needs a College Board account in order to access Pre-AP Classroom.
- Review the program requirements that you committed to; keep track of your progress throughout the year as you complete them.

For more information, go to preap.org.