



November 7, 2008

File: 12141-20/SLDC

Dear District Contacts:

**Re: Introduction of permanent, BAA core course codes**

For years, school districts and independent school authorities have been developing BAA (Board/ Authority Authorized) courses for their students. Each of these courses has necessitated the creation of an individual code. This has led to the extremely time-consuming task of creating, opening and closing hundreds of BAA course codes every year. Currently there are almost 2,000 course codes in existence, both open and closed. Many of the courses from different districts cover the same subject matter; there are numerous courses for ESL, psychology, leadership, yearbook, business, work experience and all of these have to be maintained in the ministry systems.

For some time thought has been given to assigning permanent BAA core course codes that districts and authorities could re-use. All BAA courses currently offered were examined and thirty eight categories were developed based on the subject categories in the Course Registry. Permanent core codes have been developed for grades 10, 11 and 12 with three sub categories (A, B and C) in each grade to allow for students taking more than one course in a category. These codes will be entered into the Course Registry, TRAX and BCeSIS.

From the school year 2009-2010 onwards, any BAA course that districts offer must use a code from one of the 38 permanent, core categories. While the code is unalterable, the course description can be changed at the school level to reflect the actual content. For example, a course with the TRAX code YVPA 11A and a generic description of Visual and Performing Arts could represent Art History for one group of students; Hip Hop for another group and Jewelry Art & Design for a third. These titles would be entered by the school offering each course and would appear on a student's transcript, but the TRAX code would remain as YVPA 11A.

The November 2007 data collection was the final Form 1526 mass submission. Some general information regarding this change is contained on pages 140-141 of the current *Course Information for the Graduation Program*. More specific information is being disseminated in this communication to enable September 2009 timetable planning to begin early in the New Year; to allow districts time to decide which permanent, core category is suitable for the courses they offer and to recode these courses. A spreadsheet with the permanent, core codes,

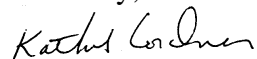
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categories and examples of where existing courses could fit has been developed and is attached along with a list of the BAA courses your district has indicated it is currently offering. The new permanent, core course codes will be entered into BCeSIS by the end of February 2009 to enable schools using the system to begin their timetable planning. Existing BAA courses will be closed in all ministry systems as at the end of the 2008/2009 school year. Under the new process the course codes will be assigned at the school/district level since the school or district/authority will already have decided into which category each course will fit.

The 2008/2009 school year is a transition year. During this time you will continue to use existing BAA codes on your board's Form 1526 echo report contained in this package. New courses developed during this transition year must be submitted to the Graduation Standards Unit for review and approval prior to being taught. BAA course standards are outlined in the BAA Requirements and Procedures, BAA Course Framework Template and the BAA ESL Course Guidelines Template. Completed frameworks can be submitted electronically to [educ.achievement@gov.bc.ca](mailto:educ.achievement@gov.bc.ca) or by fax to (250) 387-4789. The requirements, procedures and templates can be accessed at: <http://www.bced.gov.bc.ca/graduation/boardauth.htm>.

Questions about this change in procedure can be addressed to me. Questions about the BAA course framework etc. should be addressed to Sandra Smith at [sandra.c.smith@gov.bc.ca](mailto:sandra.c.smith@gov.bc.ca).

Sincerely,



Kathy Cordner  
Manager, Data Management  
Ministry of Education

Attachments