

# Junior Academy Secondary Course Audit

## Instructions

This form is used to verify information provided in the Application to Teach Secondary Subjects completed by each junior academy last spring. Please note the following:

- The completed form needs to be submitted by August 9 of each school year.
- Information must be given in all columns for each subject listed. Failure to do so will result in us sending the form back for completion.
- There are several required fields on the form. It will be impossible to submit the form without these being filled in.

### Remember

- *Courses Offered* – Indicate by Y/N the courses being taught from the list of courses recommended by MAUC Education Code. Grade in parentheses is the recommended year to teach the course. No parentheses indicate an elective course. Not all courses with parentheses are required. See MAUC Ed Code 2241 & 2242 for details.
- *SCRC Approved* – Was the course approved by Secondary Credit Review Committee (SCRC) in March? (MAUC Ed Code 2247)
- *Course Outlines* – Have course outlines for the course been developed and on file with the conference office of education? (MAUC Ed Code 2245)
- *NAD Endorsed* – Is the teacher NAD endorsed for this course?
- *Class Size* – Indicate the number of students in this particular course.
- *Minutes per Week* – Indicate the number of minutes the class meets each week. A minimum of 200 minutes/week is required for full credit. Lab courses require a minimum of 250 minutes/week. Science courses meeting less than the 250 minutes/week will receive non-lab science credit. (MAUC Ed Code 1498 & 1506)
- *Credit Units* – 0.25 - 1.0 Carnegie units for the year. (MAUC Ed Code 2254)

Steps to take after completing the form:

1. Print and save it for later reference.
2. Click the **SUBMIT** button in the top right corner to email the form to MAUC.

**Mid-America Union Office of Education**  
**Junior Academy Secondary course Audit**  
 Submit by August 9

**I. School Information**

Name of School: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School Phone: \_\_\_\_\_ Principal: \_\_\_\_\_  
 Principal's E-mail: \_\_\_\_\_ Conference: \_\_\_\_\_  
 Person Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_  
 Date of Completion: \_\_\_\_\_ Signature: \_\_\_\_\_

**II. Secondary Structure (check one)**

- \_\_\_\_ A 9<sup>th</sup> combined (grades 7-9 together)  
 \_\_\_\_ B 9<sup>th</sup> only (not combined with other grades)  
 \_\_\_\_ C 9<sup>th</sup> & 10<sup>th</sup> taught separately (separate 9<sup>th</sup> and separate 10<sup>th</sup>)  
 \_\_\_\_ D 9<sup>th</sup> & 10<sup>th</sup> combined (alternating year subjects)

**III. Secondary Courses Taught This Year (See bottom of table for explanation.)**

Courses Offered	SCRC Approved		Course Outlines		Teacher	Semester		NAD Endorsed	Class Size	Minutes/Week	Credit Units	Secondary Encounter Trained	
	Y	N	Y	N		1 <sup>st</sup>	2 <sup>nd</sup>					Y	N
Bible I (9 <sup>th</sup> )													
Bible II (10 <sup>th</sup> )													
English I (9 <sup>th</sup> )													
English II (10 <sup>th</sup> )													
Algebra I (9 <sup>th</sup> )													
Consumer Math (9 <sup>th</sup> )													
Geometry (10 <sup>th</sup> )													
Earth Science (9 <sup>th</sup> )													
Physical Science (9 <sup>th</sup> )													
Biology (10 <sup>th</sup> )													
World History (9 <sup>th</sup> )													
World Geography (10 <sup>th</sup> )													
Physical Ed (9 <sup>th</sup> & 10 <sup>th</sup> )													
Health (9 <sup>th</sup> )													
Technology Ed													
Music													
Practical Arts													

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- Credit Units – 0.25 - 1.0 Carnegie units for the year. (MAUC Ed Code 2254)

Reviewed by MAUC Education Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_