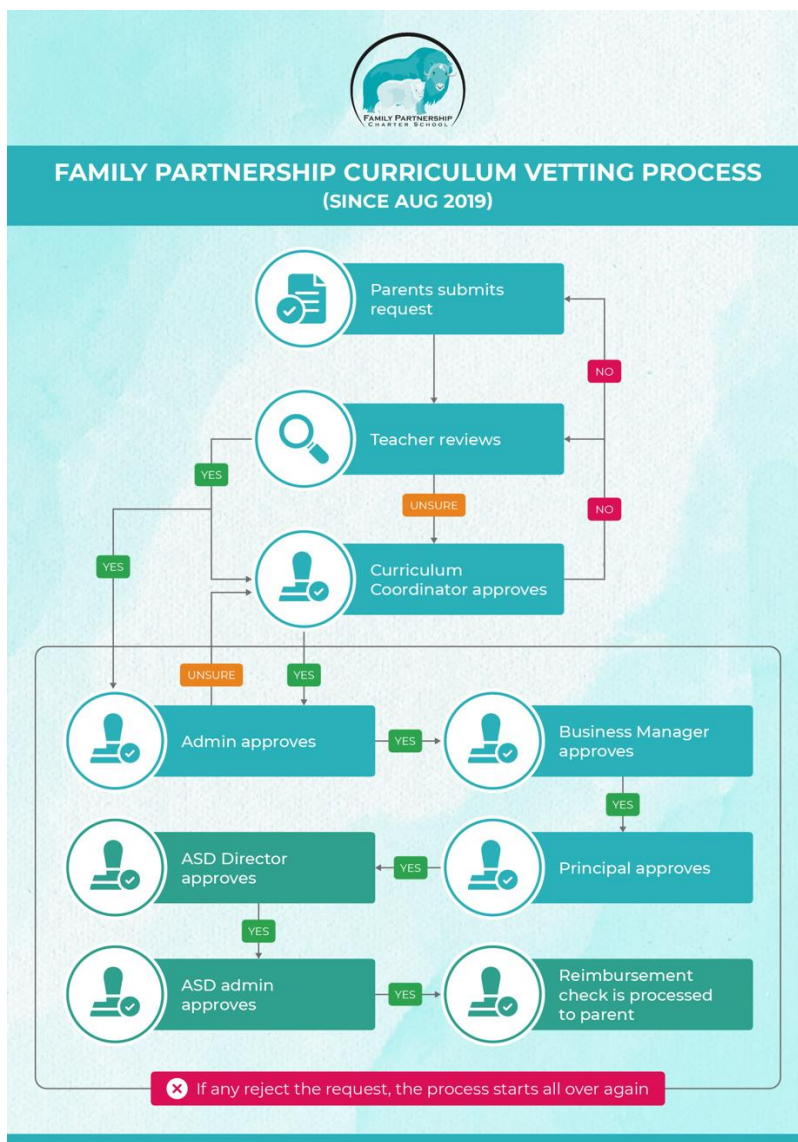


Family Partnership Curriculum Vetting Process (since Aug 2019)



Abbreviations to Know: Family Partnership Charter School (FPCS), Online System (OLS), Purchase Request (PR), Purchase Order (PO), & ASD's accounting system (IFAS). Click on underlined links to see specific information.

TRAINING:

All certificated sponsor teachers receive training on religious/sectarian curriculum upon hire and as part of our regular Inservice throughout the school year.

PROCESS:

1. Parents are given the following resources by a certificated sponsor teacher to select curriculum: [Family Partnership Handbook](#) see pages 12 and 38 for curriculum restrictions, [Curriculum Resource List](#), which is continually vetted and maintained by certificated teachers and Curriculum Coordinator, & [Jump Start Curriculum Guide](#).
2. Parents enter curriculum into Online System (OLS) with corresponding course.
3. Sponsor Teacher reviews, approves, or rejects curriculum. Admin also approves/rejects items for reimbursement. (See image of our OLS approval window).

✓ Edit Course

Class Type * Parent Directed

Subject * Mathematics

Course * Mathematics (H1706) - AP Calculus AB

Approved Curriculum Name * ? BYU Indep Study

Course Description * x

Comment

Course Cost: \$0.00

☐ All Qtr ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th

Add Books/Supplies/Distance Ed.Courses Add Enrichment Add Vendor Service Add Non-Profit

Add Field Trip

Reimb	Texts/Books	book i added this after item	Approvals	\$75.00	

Course Cost: \$0.00
Course Support: \$0

Save

Edit Course

Approvals

Admin Approve Teacher Approve

C Pending

C Pending

4. Item is assigned a PR or PO #, which is visible in the OLS Report, so families can track their approval process. (See image of OLS report where parents track the status of the approval & ordering process).

Reimbursement History Report

Filter by name

PO#	Vendor Name	Title	Budgeted Amount	Paid	Processed Date	Student Name	Status	Date of Approval	Actions
R125210	RAINBOW RESOURCES	Cursive kickoff, DK workbooks, museum fossils sticker, dinosaur card game, mineral stickers	\$40.05	\$40.05	11/16/2021		Sent to Accounting	11/16/2021	Show Receipts
R125210	AMAZON.COM	bananagrams, map skills, spectrum 2nd grade writing, spelling workbook	\$40.96	\$40.96	11/16/2021		Sent to Accounting	11/16/2021	Show Receipts
				Total:					
				81.01					

5. Item is entered into IFAS Here is an example of an order for \$80.01 and the coordinating OLS & IFAS screens for the order.

✓ Edit Good or Service

Fill following form to add/edit Goods/Service

Vendor AMAZON.COM

Requisition Or Reimbursement Reimbursement

Type of Requisition or Reimbursement Teaching Supplies

Title/Name bananagrams, map skills, spectrum 2nd grade writing, spelling

Publisher ISBN Publisher ISBN

Comments Comments

Number of Units 1

Unit Price 40.96

Shipping/Handling/Fees 0.00

Total 40.96

Save good Cancel

Email Parent

✓ Edit Good or Service

Fill following form to add/edit Goods/Service

Vendor RAINBOW RESOURCES

Requisition Or Reimbursement Reimbursement

Type of Requisition or Reimbursement Texts/Books

Title/Name Cursive kickoff, DK workbooks, museum fossils sticker, dinosaur

Publisher ISBN Publisher ISBN

Comments Comments

Number of Units 1

Unit Price 40.05

Shipping/Handling/Fees 0.00

Total 40.05

Save good Cancel

Email Parent

POUPPR - Purchase Requests - PowerSchool - ifas - Internet Explorer

BusinessPLUS Purchasing - Purchase Requests

PR: R125210 PO: Status: PR Sec Cd: 1540 Aprv: PEND Next:

Vendor: V23226 Remit: Ship: Bill: Request: Aprv: Print: Details: Dates: Blanket: Req. Codes: Misc.

By: Date: 11/18/2021

PR Total: \$81.01 PO Total: \$0.00

Confirm: Vend Account: Bid #: PO Type: P Contract Numb: End Use: RECEIVING Buyer: PDIRECTPAY

7551514 TBA TBA

Direct Task Items Awaiting

PR	PO	VEND
R125093	V2379	
R125210	V2322	
R125217	V2436	
R125219	V0013	
R125221	V0013	
R125222	V2525	
R125226	V2228	
R125232	V2314	
R125235	V2580	
R125237	V0013	
R125257	V2472	
R125259	V2716	

Item Num	Vendor Item Num	Quantity	Units	Item Description	Unit Price	ACCOUNT CODE
0001		1	EA	REIMBURSEMENT FOR SY21/	81.01	GL 154001-4040
0002		0		AMAZON, RAINBOW RESOURC	0.00	GL -

Items Taxes Miscellaneous Account Distribution

Record 1 of 1

You can see the list of approvals (5 people) for this specific order within IFAS (FPCS admin, FPCS business manager, FPCS principal, ASD charter school director, ASD admin).

	11/18/21 08:13:31		11/18/21 15:16:17
	11/18/21 15:17:10		11/19/21 09:26:51
7551514	11/18/21 15:17:10		WF_FPCS Business Manag
TBA	Future Task Item	To Be Assigned	WF_PRIN_1540_FAMILY P
TBA	Future Task Item	To Be Assigned	WF_CHAR_SUPER
			WF_DPAP_DIRECTPAY

6. If curriculum is unknown or questionable, certificated sponsor teacher will refer the family to the Curriculum Coordinator. This is a full-time position Family Partnership has instated as of August 2020. Family can submit physical curriculum to the coordinator for review process. A [Curriculum Approval Request Form](#) is completed, asking parents to answer the following questions: *Is the purpose religious? Does it advance or inhibit religion? Does it quote scripture? Does it use religious pictures or images? Does it use religious terminology? Does it use Bible / religious stories to highlight concepts?* After vetting, the curriculum is updated in our resource list.

In some cases, parts and pieces of a religious curriculum can be approved. For example, Abeka Math curriculum items such as flashcards, tests/speed drills, and number writing tablet can be reimbursed as there are no religious references in those specific pieces. We have a breakdown of several large religious curriculums such as Abeka and Sonlight. All teachers and reimbursement department have access to these breakdowns as well as support from the Curriculum Coordinator for anything questionable.