

# Civic Objective and Additional Assessment Plan Selection Process for Program Year 2023-2024

I. When an agency first logs onto the selection page of the EL Civics Web site on or after July 1, 2023, all the COAAPs the agency selected in 2022-23 will be displayed on the “Select 2023-2024 COAAPs” page. Agencies will then need to make decisions whether to select or remove these COAAPs:

Selections for Rolling Hills Adult School			
2019-2020 COAAP Selections	Form Number	Select	Remove
3.2 <a href="#">view the 2020-2021 version</a>	003	<input checked="" type="radio"/>	<input type="radio"/>
10.4 <a href="#">view the 2020-2021 version</a>	010	<input checked="" type="radio"/>	<input type="radio"/>
49.2 <a href="#">view the 2020-2021 version</a>	049	<input checked="" type="radio"/>	<input type="radio"/>
70.1 <a href="#">view the 2020-2021 version</a>	070	<input checked="" type="radio"/>	<input type="radio"/>
54.1 <a href="#">view the 2020-2021 version</a>	054	<input checked="" type="radio"/>	<input type="radio"/>
<a href="#">Cancel the Selection Process</a>   <a href="#">Continue the Selection Process</a>			

## A. Pre-Approved COAAPs—Option 1

1. Before selecting or removing Pre-approved COAAPs, agencies should read all the versions of the Pre-approved COAAPs to note any changes. Links on the “Select 2023-2024 COAAPs” page will list revisions made to COAAPs and new COAAPs that may be selected.

## B. Revised or New COAAPs—Options 2 and 3

1. Agencies that previously received approval on COAAPs submitted into Option 2 or Option 3 may use those approved COAAPs in 2023-2024. Even if agencies are not sure whether they want to use these COAAPs in 2023-2024, it is best to select them to keep them available for future use.

II. If agencies cannot decide whether to select or remove COAAPs, they should click on “Cancel This Process”. This will cancel any selections they have made and allow agencies to return to the selection process at a future time.

III. When agencies complete the select and remove process they should click on “Continue the Selection process”. They will then be able to Add Pre-Approved COAAPs, Enter Revised or New COAAPs and or Go to Checkout.

A. Agencies may add Pre-Approved COAAPs using Option 1.

B. Agencies may enter revised COAAPs using Option 2. These may be Pre-Approved COAAPs or previously approved Option 2 or 3 COAAPs. Agencies must contact [elcivics@casas.org](mailto:elcivics@casas.org) to discuss revisions to COAAPs and get approval before entering them into Option 2. Tasks and rubrics used in revisions should usually be

drawn from the 2023-2024 versions of the COAAPS or the Written and Oral Sample Rubrics on the EL Civics website.

C. Agencies may enter new COAAPS using Option 3. Agencies must contact [elcivics@casas.org](mailto:elcivics@casas.org) to discuss new COAAPS and get approval before entering them into Option 3.

**IV.** After all selections are made, agencies must **Go to Checkout**. If the agency successfully checks out, the designated EL Civics Primary will receive a confirmation email.

**V.** Once agencies have gone to checkout, they can print all of their selected COAAPS from the “Full Details” page of the Web site.

**VI.** All agencies must make at least one selection and go to checkout by October 31, 2023.

Important dates:

- July 1, 2023 - Begin selecting COAAPS for 2023-2024
- Oct. 31, 2023 - Deadline to select at least one COAAP
- Jan. 31, 2024 – Deadline to submit Option 3 (new) COAAPS
- April 30, 2024 – Last date to add, edit or delete Option 1 and 2 COAAPS