



**Riverside County Office of Education (RCOE)
College and Career Readiness (CCR) Unit
Proposal for Contract Services**

District: Perris Union High School District
Contract Year: 2024-2025

The College and Career Readiness (CCR) Unit of the Riverside County Office of Education (RCOE) will provide support services to Heritage High School in the Perris Union High School District (PUHSD) during the 2024-2025 fiscal year to provide support to site administrators and district-level leadership to create a sustainable, data-driven framework to improve student achievement, with a focus on college and career indicators, site collaboration, and planning.

Point of Contact Information:

Project Lead - Shannyn Cahoon
Director of Curriculum and Instruction
Perris Union High School District
Email: shannyn.cahoon@puhsd.org
(951) 943-6369 x81105

Contract Signature POC - Sylvia Hinojosa
Director of Purchasing
Perris Union High School District
sylvia.hinojosa@puhsd.org
(951) 943-6369 x80231

The College and Career Readiness Department of RCOE will provide and maintain guidance and project management through ongoing digital, voice, and face-to-face communication for the duration of the contract.

The College and Career Readiness Department of RCOE will analyze the transcripts of Heritage High School's Class of 2024 students using the A-G completion criteria.

The College and Career Readiness Department of RCOE will generate both spreadsheet and summary reports. The reports will include student demographic information.

PUHSD will provide RCOE with a PDF copy of each student's transcript and the demographic information for the student transcripts being analyzed. RCOE will provide the demographic file specifications and a secure file upload link for the transcripts and the demographic file.

Business Rules for High School Transcript Analysis

- The transcripts of the Class of 2024 will be analyzed
- Estimated Total High School Students - 600
- All A-G Courses will be entered
- Letter grades to classes will be entered for all grade-level A-G classes (A, B, C, D, F)
- Credit/Pass marks on transcripts will be entered as "C" grades
- No Credit/Fail marks on transcripts will be entered as "F" grades
- Non A-G classes will be entered using the mark of "N"
- The district office will provide a digital file of transcripts for the school
- RCOE will provide a secure upload link for transcripts

Project Deliverables	
<p>RCOE staff will enter the student transcripts to generate detailed student and school summary reports.</p> <p>RCOE will combine grade distribution and demographic data to create the reports.</p> <p>The College and Career Readiness Unit of the Riverside County Office of Education will create three A-G completion reports for the Class of 2024.</p> <ul style="list-style-type: none"> ● Summary Grade Distribution Tables for each A-G Course ● Grade Distribution and Demographic Spreadsheet ● A-G Completion Data Report 	

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Description of Services	Amount
Project structure, coordination, and communication with district and site leadership (1 consultant/2 days)	\$ 3600.00
School-level project briefing and transcript exercise 2 consultants / 1 day)	\$3600.00
Transcript entry of approximately 600 transcripts	\$4000.00
Excel Spreadsheet Reports PowerPoint Summary Reports 1 consultant / 1 day	\$1,800.00
Site-level ongoing support meetings (1 consultant/1 day)	\$1,800.00
Teacher and Student Survey Design (Module #2) (1 consultant / 2 Days)	\$3600.00
Total Contract Costs	\$18,400.00