APPROVING CCP COURSES IN ODDEX

During the 45 days review window, a school can approve or flag courses in ODDEX. When the payment responsibility was split between the district and the JVSD, during the review and approval stage the school should take the following steps to ensure the proper approval and assignment of payment responsibility.

Step 1: Before selecting the “Approve” or “Review” button: Scroll down and look at the 3rd blue banner (LEA Payment Responsibility)

Step 2: Under “Pmt Split” (Payment Split), is there a “Y” (Yes) or “N” (No)?

- If “Y,” and your district/school is responsible for the entire payment, click “Review” button and place the flag entitled ENRL_SPLIT_BUT_MY_LEA_TO_PAY_ALL
- If “Y,” and the other district/school is responsible for the entire payment, click “Review” button and place the flag entitled ENRL_SPLIT_BUT_OTHER_LEA_TO_PAY_ALL
- If “Y,” and your district is splitting the cost of the course with the other district/school, click “Approve”
- If “N,” and your district/school is responsible for payment of the course, click “Approve”
- If “N,” and the other district/school is responsible for payment the course, click the “Review” button and place the flag entitled ENRL_BUT_DIFF_LEA_TO_PAY

- Please note that yellow exclamation mark ( ! ) will eventually be replaced with green checkmark ( ✔ ).