

**SITE OPERATIONS CIRCULAR NO. 2006**  
Office of School Innovation

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 20, 2018

**To:** High School Principals

**Subject:** VERIFICATION OF HIGH SCHOOL GRADUATION  
REQUIREMENT COMPLETION FOR STUDENTS ATTENDING  
ALTERNATIVE SITES

**Department and/or  
Persons Concerned:** All High School Administrators, High School Head Counselors, High  
School Counselors, and High School Registrars

**Due Date:** Friday prior to spring break (3/22/19)

**Reference:** Administrative Procedure 4770: Graduation from Senior High  
Administrative Procedure 4257: Home and Hospital Instruction

**Action Requested:** Review and implement procedure for verifying fulfillment of all  
graduation requirements by students attending alternative school sites  
who are graduating or receiving a certificate of completion from their  
home schools

**Attachment:** Alternative Site Verification of Fulfillment of Graduation Requirements

**Explanation:**

Students who complete graduation requirements while assigned to alternative school sites that do not issue diplomas (e.g. ALBA, Marcy/New Dawn, Whittier, Home and Hospital Instruction, and Non-Public Schools) may graduate with the class from their school of residence and participate in commencement exercises at that site (even if they have never attended that high school), or at the last high school they attended.

However, in order for the student to graduate, participated in commencement, and receive a diploma or Certificate of Completion **their transcripts must be reviewed and approved by the Office of School Innovation and Integrated Youth Services.** These requests will be verified for successful completion of the high school graduation requirements applicable to their educational programs.

These requests must be submitted by Friday, March 22, 2019.

After approval, notification from Office of School Innovation and Integrated Youth Services will be sent to the comprehensive site registrar and alternative site counselor to communicate graduation details.

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To obtain prior approval, sites must complete the following multi-step process, using the “Alternative Site Verification of Fulfillment of Graduation Requirements” form (Attachment 1):

1. When a student with the potential to graduate during the current academic year is enrolled (e.g., a senior), complete Section I and II of Attachment 1. Attach the student’s transcript and the form and send to Operations Specialist Veronica Ortega, Office of School Innovation Division at [secondaryschools@sandi.net](mailto:secondaryschools@sandi.net).
2. An Integrated Youth Services District Head Counselor will review the transcript and notify the alternative school site of the specific courses the student needs to complete in order to graduate (Section III, Attachment I) by sending the form back to the alternative site within 10 business days.
3. At the end of the school year, the alternative site completes Section IV of Attachment 1 attaching a final transcript, certifying that the student has completed the necessary coursework, and resubmits it to [secondaryschools@sandi.net](mailto:secondaryschools@sandi.net).
4. The School of Innovation Division will notify the home site registrar to issue the diploma and coordinate diploma pick up with the student.

For alternative site early graduates, please reference Site Operations Circular No. 2007: *Early Graduation From High School* and complete the attached “Early Graduation Request” form.

For questions contact Operations Specialist Veronica Ortega, Office of School Innovation [vortegal@sandi.net](mailto:vortegal@sandi.net) or 619-725-7284.

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of School Innovation and Integrated Youth Services