

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 15, 2016

To: High School Principals

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

Department and/or Office of Secondary Schools

Persons Concerned: All High School Administrators, Head Counselors, School Counselors, and Registrars

(Due Date only if required) None

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 from their home schools

Explanation:

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

However, before these students graduate or participate in graduation ceremonies, **their transcripts must be reviewed by the Office of Secondary Schools (OSS)** to verify that they have successfully completed the high school graduation requirements that apply to their educational programs.

In order for students who are enrolled in these alternative programs to graduate and walk in graduation ceremonies, **prior approval** must be granted by the Office of Secondary Schools.

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 of Attachment 1. Attach the student's transcript and the form and send to the Office of Secondary Schools.
2. An OSS Counselor will review the transcript and notify the alternative school site of the specific courses the student needs to complete in order to graduate (Attachment 1, Section II).
3. At the beginning of the final grading period for the student, the site completes Section III of Attachment 1, certifying that the student has completed the necessary coursework, and re-submits it to the Office of Secondary Schools.
4. The Office of Secondary Schools will notify both the requesting and graduation sites whether or not the student may graduate and participate in graduation ceremonies (Attachment 1, Section IV).

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools

Attachment



Alternative Site Verification of Fulfillment of Graduation Requirements

SECTION I (Complete and submit to Office of Secondary Schools upon student enrollment)

Site: _____ Enrollment Date: _____
 Student Name: _____ Student ID: _____
 Student's Home School: _____ Expected Graduation Date: _____
 Name (Administrator): _____ Signature: _____
 Title: _____

SECTION II (To be completed and returned to alternative site by Office of Secondary Schools)

Credits earned: Completed (✓), or In Progress (IP)

6 Credits: World History 1,2 ____ US History 1,2 ____ Govt. ____ Econ ____

8 Credits: English 1,2 ____ English 3,4 ____ AmLit 1 ____ AmLit 2 ____ Sr. English 1 ____ Sr. English 2 ____ - Course taken: _____

6 Credits: Integ.Math I A-B (Alg) ____ Integ.Math II A-B (Geom) ____ Integ.Math III A-B (Int.Alg) ____ Other Math: _____

6 Credits: Biology 1,2 ____ Chemistry 1,2 ____ Physics 1,2 ____ Earth Science 1,2 ____ Other Science: _____

4 Credits: Language Other Than English ____ Language taken: _____ LOTE Certification: _____

2 Credits: Visual and Performing Arts ____ 4 Credits: Physical Education ____ FitnessGram® completed ____

GPA: _____ Total Number of Credits Earned to Date: _____

Courses that student must complete in order to graduate:

Counselor: _____ Signature: _____ Date: _____

SECTION III (To be completed and returned to Office of Secondary Schools)

The student named above has completed the required coursework in order to graduate from his/her home school site.

Student's Home School: _____ Expected Graduation Date: _____

Name (Administrator): _____ Signature: _____

SECTION IV (To be completed by Office of Secondary Schools)

The transcript of the student named above has been reviewed by the Office of Secondary Schools. The student is:

_____ Eligible to Graduate
 _____ NOT Eligible to Graduate

Counselor: _____ Signature: _____ Date: _____