

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 15, 2009

**To:** Senior High School Principals

**Subject:** GRADUATION DOCUMENTS FOR CERTAIN STUDENTS IN SPECIALIZED SETTINGS – CLASS OF 2009

**Department and/or Persons Concerned:** Senior High School Principals, Program Managers, Site Special Education Representative, Senior High Counselors, Registrars

**Due Date:** April 27, 2009

**Reference:** Administrative Procedure 4770

**Action Requested:** Ensure the names of all off-site students who meet all graduation requirements are included in your “grad doc” file prior to submission.

**Brief Explanation:**

Some district students in the Class of 2009 have been unable to attend their schools of residence due to long-term illness or placement in a specialized setting, hospital or non-public school. As district students, they are eligible to graduate with their class of peers if they complete all graduation requirements by the end of summer school 2009. Because district students must receive diplomas from schools (as opposed to program), it has been determined that students enrolled in the Home/Hospital Program, in Licensed Children’s Institutions, and in Non-Public Schools will be granted diplomas by their schools of residence or the high schools at which they spent the most time. Similarly, students who earn Certificates of Course Completion and/or Letters of Recognition must receive those documents from their high schools of residence or from the high schools at which they spent the most time. It is likely that every high school in the district has at least one graduation resident student in this situation.

The district counselors assigned to these students’ programs (NPS, LCI, Home Hospital, Marcy, Unified and New Dawn) will be carefully reviewing each student’s record to verify that they have met all graduation requirements, including passing the CAHSEE, or that they have met the requirements for the Certificate of Course Completion or Letter of Recognition. The program office will send schools the student names and ID numbers and indicate that the student is “on track” to earn a Diploma, Certification of Course of Completion, or Letter of Recognition. You also will be informed whether the students have a desire to participate in the graduation ceremony. After the students final grades and scores are confirmed, the program office will contact your registrar to

provide final verification of the students' graduation status. After the documents have been printed, staff from the Special Education Program Office will call to arrange a time to pick up the graduation documents for those students who have elected not to participate in the graduation ceremony at your high school.

On behalf of the graduating students in specialized settings and their families, we thank you for your cooperation. Questions may be referred to Joe Fulcher, Special Education Director, at 619-725-7701.

Susan Martinez  
Executive Director  
Special Education Programs Division

APPROVED:

A handwritten signature in black ink, appearing to read 'Arun Ramanathan', written over a light blue horizontal line.

Arun Ramanathan  
Chief Student Services Officer

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Distribution: List F