SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 9, 2014

To: All High School Principals; Area Superintendents

Subject: TIMELINES AND REMINDERS FOR TRACKING, REPORTING, AND CERTIFYING GRADUATION DATA FOR 2013-14

Department and/or Persons Concerned: Principals, Vice Principals, Registrars, School Secretaries, and Clerks

Due Dates:
1) Follow all timelines outlined in the 2013-2014 Student Information System (SIS Annual Calendar).
2) Complete and submit the *Principal's Certification of Graduates* form after each graduation event (i.e., mid-year, June commencement, end of Summer School, and close of graduation document cycle). *Specific due dates are listed in the Graduation Documents section of the SIS Annual Calendar.*

Reference: Administrative Procedure 5609, *Printing of Graduation Lists and Programs, Diplomas, and Certificates*
Administrative Procedure 4770, *Graduation from Senior High School*

Action Requested: Review procedures and complete outlined tasks by listed due dates.

Attachments:
1) 2013–2014 SIS Annual Calendar, *Graduation Documents* Section (October 2013–October 2014)
2) *Principal's Certification of Graduates*

Brief Explanation:
Administrative Procedures 4770 and 5609 address graduation from senior high school, including preparations for graduation (i.e., verifying document type and student information) and requirements for graduation. Several notable reminders related to these procedures are described below.

SIS Annual Calendar, Graduation Documents Section
The *Graduation Documents* timeline (Attachment 1) for October 2013–October 2014 in the SIS Annual Calendar lists specific events and due dates related to the identification, processing, and receipt of graduation documents. Please refer to this document frequently to ensure that your school site is meeting the processing and reporting timelines. **Note: After each graduation event** (i.e., mid-year, June commencement, end of Summer School, and close of graduation document cycle), graduation status data must be correctly entered into the Grad Doc and a signed *Principal's Certification of Graduates* form must be provided to the Area Superintendent and the Office of Accountability. **Due dates specific to each graduation event are listed in the Graduation Documents section of the SIS Annual Calendar.** Additional information related to the *Principal's Certification of Graduates* form is provided in this Administrative Circular.

Graduation Documents for the Class of 2014
Listed below are the three types of documents available for the Class of 2014 and the requirements
for each one.

>*Diplomas with Academic Distinction* are awarded to students who:
>>(1) Meet all requirements for graduation, *and*
>>(2) Attain a weighted grade-point average (WGPA) of 3.50 or higher in Grades 10, 11,
>>and the first semester of Grade 12, *OR*
>>(3) Complete fourteen (14) semester credits of designated, academically rigorous
>>coursework with grades of "A" or "B" in Grades 10-12.

>*Diplomas* are awarded to students who:
>>(1) Meet all general and course requirements for graduation, *and*
>>(2) Attain a weighted grade-point average (WGPA) of 2.00 or higher in Grades 9–12 by
>>the completion of the spring semester or by the end of summer school (for summer
>>school graduates), *and*
>>(3) Pass both portions (English Language Arts and Mathematics) of the California High
>>School Exit Examination (CAHSEE), *and*
>>(4) Meet the computer proficiency requirement.

>*Certificates of Completion* are presented to non-diploma-bound students receiving special
>education services, and who meet all the goals and objectives specified in their Individualized
>Education Programs (IEPs). A *Certificate of Completion* is issued at the completion of the
>student's prescribed educational program. Students receiving *Certificates of Completion* are
>eligible to participate in commencement exercises.

No diploma, certificate, or other document (except transcripts), shall be conferred on a student as
evidence of completion of a prescribed course of study or training, or of satisfactory attendance,
unless the student has met the graduation requirements approved by the Board of Education as
outlined in the district's *Course of Study, K-12*.

Principal's Certification of Graduates
For the 2013-14 academic year, a *Principal's Certification of Graduates* form (Attachment 2) **must
be completed after each graduation event** (i.e., mid-year, June commencement, end of Summer
School, and close of graduation document cycle). **Due dates specific to each graduation event
are listed in the Graduation Documents section of the SIS Annual Calendar.**

The *Principal's Certification of Graduates* form serves as an assurance that:
>1. a) All students receiving diplomas have completed all graduation requirements,
>   b) Students who did not meet all graduation requirements but received a diploma were
>   granted waivers by the principal, with the Area Superintendent's approval, **and**
>   c) Graduation status data have been correctly entered into the district's data system.

Per Administrative Procedure 4770, waivers to the district graduation requirements may be granted
in specific cases with compelling circumstances. With the Area Superintendent's approval, the
principal has the authority to grant waivers and will make the determination in each case. (Note:
The CAHSEE graduation requirement and other state-mandated requirements may not be waived by
the principal, except for students with disabilities. See Administrative Procedure 4850 for detailed
information on CAHSEE waivers for students with disabilities, as approved by the State Board of

Education.) The names of all students granted waivers as well as student ID numbers, specific graduation requirement(s) waived, and rationale for the waiver must be listed on the *Principal's Certification of Graduates* form. The *Principal's Certification of Graduates* form must be completed and submitted within two weeks after each graduation event with the Office of Accountability. **Due dates specific to each graduation event are listed in the Graduation Documents section of the SIS Annual Calendar.** The original, signed document should be retained at the school site.

Summer Diplomas
As a reminder, the following language regarding students who complete graduation requirements during or after summer school is contained in Administrative Procedure 4770.

> While students may not participate in June commencement exercises at the individual high schools if they have (a) earned fewer than 44 credits in required coursework, (b) attained less than a 2.0 WGPA in Grades 9-12, and/or (c) not passed the CAHSEE, they have until the end of summer school following their senior year to complete all requirements in order to receive diplomas with their graduating class (i.e., "Class of"). A districtwide commencement ceremony may be offered in August for students who wish to participate.

> Students who complete all graduation requirements by the end of summer school following their senior year, and receive confirmation by October 1 that they have passed both portions of the CAHSEE as of the July administration, may also receive diplomas with their graduating class (i.e., with the same "Class of" date).

> Students who complete district graduation requirements after the end of summer school following their senior year will receive their diplomas with the following year's graduating class.

For additional information about graduation requirements or Administrative Procedure 4770, please contact the Counseling and Guidance Department at 619-725-7330. For information regarding graduation timelines, please contact the Office of Teaching and Learning at 619-725-7772.

Ron Rode
Executive Director
Office of Accountability

APPROVED:

Joe Fulcher
Chief Student Services Officer

Attachments (2)
Distribution: Lists A, B, and F

Graduation Documents

Definition: Graduation name, type of document, graduation date and other information about students expected to complete graduation requirements for a given school year are collected and maintained on central database files. The information is used for reports to the Board of Education, and for the printing of graduation documents and commencement programs. For the purposes of Graduation Documents, non-grads are defined as students who were reported to the Board of Education (in May) as expected to graduate, who subsequently do not complete requirements by the end of traditional summer school. This definition is DIFFERENT from the CALPADS definition. **(Note: Dates and processes are subject to change depending on the implementation of PowerSchool.)**

NOTE: BEGINNING WITH 2013-14, THE "CERTIFICATE" HAS BEEN DISCONTINUED. Please continue to use "L" as the document type for non-diploma-bound students who have met the goals in their IEP.

| References: | Administrative Procedure 4770 |
| | Administrative Procedure 5609 |

School Reports:	SQS62	Graduation Information Report (JRS)
	SQS65	Graduation Record Create (JRS)
	SQS74	Update Graduation Name (JRS)
Central Office Reports:	SQS61	List of Graduates
	SQS63	Graduation Document Extract
	SQS64	Commencement Program Extract
	SQS71	Cancellations and Additions
	SQS72	Graduate Status Report

Subject	Date	Day	User	Action	Event
GRAD DOC	10/28/13	M	IT	Load	Graduation dates will be set for 2014 graduation cycle. 2013-2014 Graduation cycle opens.
GRAD DOC	10/29/13	T	Sec Sch	Ready	Class of 2014 grad doc records, based on current grade 12 enrollment records, can be created by adding students manually and/or by using Job Request (SQS65). Job must be submitted in Job Request by **FEBRUARY 7, 2014** if school has 1st semester graduates, and no later than **MARCH 13** if school has only 2nd semester graduates.
GRAD DOC	01/24/14	F	Sec Sch		**End of Semester 1 for schools on the Traditional calendar.**
GRAD DOC	02/07/14	F	Sec Sch	**DUE**	**DEADLINE** (5 PM): Grad doc records for all semester 1 graduates must be complete by 5 p.m. on this date. *Grad doc records for semester 1 graduates should NOT be deleted after this date.*

Subject	Date	Day	User	Action	Event
GRAD DOC	02/07/14	F	Sec Sch	**DUE**	**DEADLINE:** Submit the *Principal's Certification of Graduates* form within **two weeks of graduation**, verifying that graduates have met all requirements for graduation and that graduation status data were correctly entered into the district's data system. **Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150.** (See AP 4770)
GRAD DOC	02/07/14	F	IT	Print	Grad Doc Reports for 1st semester grads: List of Graduates (SQS61) and Graduation Information Report (SQS62)
GRAD DOC	02/10/14	M	Sec Sch	Ready	Grad Doc Reports for 1st semester grads: List of Graduates (SQS61) and Grad Doc Information Reports (SQS62)
GRAD DOC	03/11/14	T	OAS	Ready	Report of semester 1 graduates will be submitted for Board action.
GRAD DOC	03/13/14	Th	Sec Sch	**DUE**	Counts for diploma covers due to Area Superintendent.
GRAD DOC	03/13/14	Th	Sec Sch	**DUE**	**DEADLINE** (5PM): Class of 2014 graduation documents must be created by this date.
GRAD DOC	03/17/14	M	Sec Sch	Reminder	Beginning this date, job to insert periods after "Jr" (and "Sr") in Grad Doc records (SQS74) can be run via Job Request. Must be completed before **April 18**.
GRAD DOC	03/21/14	F	Sec Sch	Load	IT will load Grad WGPA from cumulative GPA data in Zangle.
GRAD DOC	04/11/14	F	Sec Sch	**DUE**	**DEADLINE** for additional copy to be included in commencement programs. **Send additional copy to designated vendor via e-mail.**
GRAD DOC	04/11/14	F	Sec Sch	Reminder	Run Grad Doc Information Report (SQS62) via JRS. Use as a worksheet to prepare for the Commencement Program extract, 1st printing of graduation documents, and to verify grad name, doc type(s), and grad code for Board Report. ALSO, use the sequence options on the **GD** screen to look for blank grad names (F2 will give you field help for the sequence options.)

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GRAD DOC	04/18/14	F	Sec Sch	**DUE**	**DEADLINE** (5PM): The job to insert periods after "Jr" in Grad Doc records (SQS74) MUST be completed before this date. **Schools to run.**
GRAD DOC	04/30/14	W	Sec Sch	**DUE**	**DEADLINE** (5PM): for grad doc information to be extracted for the printer of the **Commencement Program**. Job to insert periods following Jr/Sr (SQS74) must be COMPLETED before this date. All grad doc information for Commencement Program must be ready. Grad names (including honor roll and academic distinction) will be sent to the printer of the Commencement Program. Reports will be available for schools, printer, and Area Superintendent on **May 1**. (SQS64)
GRAD DOC	04/30/14	W	IT	Print	Commencement Program Extract: extract data for program printer (SQS64).
GRAD DOC	05/01/14	Th	OAS	Ready	Reports and files for printer of Commencement programs are ready (SQS64).
GRAD DOC	05/01/14	Th	Sec Sch	**DUE**	**DEADLINE** (5PM) for grad doc information for first printing of **graduation documents**. Grad names and document types will be sent to the printer of the graduation documents. Reports will be available for schools, printer, and Area Superintendent on May 2. (SQS63). Documents should be back from printer by May 20.
GRAD DOC	05/01/14	Th	IT	Print	Graduation Document Extract #1 (SQS63).
GRAD DOC	05/02/14	F	OAS	Ready	Reports and files for printer of Graduation Documents ready (SQS63).
GRAD DOC	05/05/14	M	Sec Sch	**DUE**	**DEADLINE** (5PM) for grad doc information on students to be submitted for Board action. *Grad doc records should NOT be deleted after this date.*
GRAD DOC	05/05/14	M	IT	Print	Grad Doc Board Reports for graduates: List of Graduates (SQS61) and Graduation Information Report (SQS62).

Subject	Date	Day	User	Action	Event
GRAD DOC	05/06/14	T	Sec Sch	Ready	Grad Doc Board Reports for all grads: List of Graduates (SQS61) and Grad Doc Information Reports (SQS62)
GRAD DOC	05/06/14	T	Sec Sch	Ready	Input window for additions and changes to grad doc records continues until **OCTOBER 3, 2014**. *Do NOT delete grad doc records for non-grads*. A "non-grad" is a student who was reported to the Board as expected to graduate, but who subsequently does not complete requirements by the end of summer school at schools on the traditional calendar.
GRAD DOC	05/20/14	T	OAS	Ready	Reports of students expected to graduate will be submitted for Board action.
GRAD DOC	05/21/14	W	Sec Sch	Reminder	Run job to get Grad Doc Information Report (SQS62). Use as a worksheet to verify information for 2nd printing of graduation documents. ALSO, use the sequence options on the **GD** screen to look for blank grad names (F2 will give you field help for the sequence options.)
GRAD DOC	05/29/14	Th	Sec Sch	**DUE**	**DEADLINE** (5PM) for grad doc information for 2nd printing of graduation documents. Requests for additional documents will be sent to printer on May 30. These will reflect additions / changes to grad doc records as of 5 p.m. on **May 29**. Reports will be available for schools, printer, and Area Superintendent on May 30. Documents should be back from printer by June 10.
GRAD DOC	05/29/14	Th	IT	Print	Graduation Document Extract #2 (SQS63).
GRAD DOC	05/30/14	F	OAS	Ready	Reports and files for second printing of graduation documents ready (SQS63).
GRAD DOC	06/13/14	F	Sec Sch		**End of Semester 2 for schools on the Traditional calendar.**
GRAD DOC	06/16/14	M	Sec Sch	Reminder	After semester-end clean up, run job to get Grad Doc Information Report (SQS62) reflecting information as of end of second semester.
GRAD DOC	06/20/14	F	IT	Print	Graduate Status Report for Area Superintendent (SQS62).

Subject	Date	Day	User	Action	Event
GRAD DOC	06/23/14	M	OAS	Ready	Grad Doc Information Report (SQS62) for Area Superintendent reflecting data as of 5PM on **JUNE 20**.
GRAD DOC	06/27/14	F	Sec Sch	**DUE**	**DEADLINE:** Submit the *Principal's Certification of Graduates* form within **two weeks of graduation**, verifying that graduates have met all requirements for graduation and that graduation status data were correctly entered into the district's data system. **Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150.** (See AP 4770)
GRAD DOC	08/01/14	F	Sec Sch	**DUE**	**DEADLINE**: **Summer Grads must complete all requirements by the end of summer school at schools on the traditional calendar** in order to receive a 2014 document.
GRAD DOC	08/15/14	F	Sec Sch	**DUE**	**DEADLINE:** Submit the *Principal's Certification of Graduates* form within **two weeks of graduation**, verifying that all summer school graduates have met all requirements for graduation and that graduation status data were correctly entered into the district's data system. **Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150**. (See AP 4770)
GRAD DOC	08/22/14	F	Sec Sch	Reminder	Use Job Request to get Grad Doc Information Report (SQS62). Use as a worksheet for clearing "Pending" status grads.
GRAD DOC	08/29/14	F	Sec Sch	**DUE**	**DEADLINE** (5 PM): Update Grad Code for summer school completers.
GRAD DOC	09/12/14	F	Sec Sch	Reminder	Run job to get Grad Doc Information Report (SQS62). Use to verify that all grad doc information is accurate for close of cycle. ALSO, use the sequence options on the **GD** screen to look for possible problem area: blank grad names, two grad docs, and "pending" grad codes. (F2 will give you field help for the sequence options.)

Subject	Date	Day	User	Action	Event
GRAD DOC	10/03/14	F	Sec Sch	**DUE**	**5:00 P.M. DEADLINE -- END OF GRADUATION CYCLE FOR CLASS OF 2014.** Document Cancellation Date. By this date NO pending code (16) can remain on any student's Grad Doc record. Each record must contain only ONE document code. The grad record of any student whose graduation cannot be confirmed **must** be coded as a non-grad (15).
GRAD DOC	10/03/14	F	IT	Print	Grad Doc cycle end reports: **SQS71** Cancellations & Additions **SQS63** Graduation Document Extract **SQS62** Graduation Information Report
GRAD DOC	10/07/14	T	OAS	Ready	Final printing of additional documents for Class of 2014 will be sent to document printer. This will reflect additions / changes to Grad Doc records as of 5 PM on **OCTOBER 3** Final Grad Doc Information Report (SQS62) to schools and Area Superintendent. Documents from final printing should be back from the printer by November 3.
GRAD DOC	10/17/14	F	Sec Sch	**DUE**	**DEADLINE:** Submit the *Principal's Certification of Graduates* form by **October 17**, verifying 1) that all summer school graduates have met all requirements for graduation and that graduation status data were correctly entered into the district's data system **or** 2) that there were no students who received diplomas at this graduation event. **Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150.** (See AP 4770) **Note:** This deadline is available only as an accommodation for students who 1) completed all district grad requirements by the end of summer school following their senior year and 2) participated in the July administration of the CAHSEE and received notification by October 1 that they have passed both portions of the exam.
GRAD DOC	10/21/14	T	OAS	Ready	Report of cancellations and additions will be submitted to the Board for action.

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PRINCIPAL'S CERTIFICATION OF GRADUATES

As principal of _____ High School, I certify that all students who received diplomas, except those listed below, have completed all San Diego Unified School District graduation requirements as defined in Administrative Procedure 4770, and that graduation status data were promptly and correctly entered into the district's data system (within two weeks) of the graduation event specified below:

☐ Mid-Year   Date: _____
☐ June Commencement   Date: _____
☐ Summer Commencement   Date: _____
☐ Close of Graduation Document Cycle   Date: _____

WAIVERS/ALTERNATIVE MEANS TO DISTRICT HIGH SCHOOL GRADUATION REQUIREMENTS

The following students enrolled at _____ High School, were granted waivers or satisfied requirements through alternative means for the specific graduation requirement(s) listed below and individualized documentation has been placed in the student's cumulative records folder at the school site.

Full Name	Student I.D.	Specific Graduation Requirement	Rationale	Waived*	Alternative Means

*The *Principal's Certification of Graduates* form must be completed and submitted promptly (within two weeks) of each graduation event (mid-year, June, or end of Summer School). State-mandated coursework as outlined in Education Code section 51225.3 item (a)(1) and the CAHSEE graduation requirement as outlined in Education Code section 60851 item (a) may not be waived. Waivers to requirements adopted by the governing board of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and will make the determination in each case.

_____   _____   _____
Principal's Name (Please Print)   **Signature**   **Date**

_____   _____   _____
Area Superintendent's Name (Please Print)   **Signature**   **Date**

Retain the *original* signed document at the school site

and submit *copies* of this signed document after each graduation event to:

1) Area Superintendent, and
2) Office of Accountability, Ed Center, Room 3150 (or fax: 619-725-7180)