

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 3, 2018

To: Continuation High School Administrators, Counselors and Registrars

Subject: **JOINT HIGH SCHOOL DIPLOMA PROGRAM: OPTION 2 PROCESS FOR CONTINUATION HIGH SCHOOLS**

Department and/or Persons Concerned: Continuation High School Administrators, Counselors and Registrars

1st Due Date: Upon completing Option 2 coursework

Reference: See Board Policy 6200(a) and Administrative Regulation 6200(a)

Action Requested: The following must be completed for students who have turned 18 years old and have finished all Option 2 coursework: Transfer student out with T260 exit code in PowerSchool, enroll student in San Diego Adult School (SDAS) online using ASAP portal, administer a pre-test, and enroll student in a 12 hour SDAS transition class.

After student passes 12 hour transition class, Registrar completes Diploma Request packet, which includes the following: HSDP Option 2 Diploma Card, HSDP Cumulative Record signed by administrator, HSDP Option 2 Evaluation Form signed by counselor, and all high school transcripts.

Attachments: Attachment 1: Diploma Request packet

Brief Explanation:

Students starting their fourth (4th) year of high school with thirty (30) or fewer credits, who are enrolled in a continuation high school, are 18 years or will be 18 by the end of the school year, may select to graduate high school through the Joint High School Diploma Program, Option 2. Please note that there are advantages and disadvantages to graduating under the Joint High School Diploma Program, Option 2. While a student may graduate and receive an Option 2 diploma, they may sacrifice important learning opportunities that are necessary to succeed in higher education and employment. Students who graduate with an Option 2 diploma are not eligible to apply directly to a California State University (CSU) or University of California (UC) schools.

Students who graduate under Joint High School Diploma Program, Option 2 do not have to complete additional San Diego Unified School District requirements, including the 44 required credits. Students who graduate under the Joint High School Diploma Program, Option 2 have to complete 24 credits (requirements below), have a scholastic 2.0 GPA for credits applied to Option 2 diploma, have completed two (2) degree applicable college units (or approved equivalent), and enroll with San Diego Adult School for a 12 hour transition course.

Implementation:

Follow the steps below as outlined in the Joint High School Diploma Program: Option 2 Process:

- 1) Counselor meets with student's family to review the different diploma options, as applicable:
 - a. SDUSD UC "a-g" Diploma
 - b. AB 167/216, 1806/2306 and AB 2121 (if applicable)
 - c. California High School Proficiency Examination (CHSPE)
 - d. High School Diploma Program (HSDP), Option 2

- 2) If student and parent/guardian select High School Diploma Program Option 2 at Twain or Garfield, the site counselor will follow the steps outlined below:
 - Step 1: Ensure the student meets appropriate criteria: 18 years of age, or age 18 by the end of option 2, with 30 or fewer credits

 - Step 2: Complete a Joint High School Diploma Program, Option 2 Evaluation Form

 - Step 3: Enroll student in the appropriate classes to fulfill the graduation requirements.
 - a) To meet the college requirements, student must do one of the following:
 - 1) Complete degree applicable college course(s), at least 2 degree applicable college units (or equivalent)
 - 2) CTE articulated course
 - a. Student must earn an 'A' or 'B' grade in a yearlong CTE course
 - b. Students must pass the CTE course exit exam with an 'A' or 'B'
 - c. Student must create an account in CATEMA
 - d. Student must complete a SDCCD online application
 - e. Student must submit a Student Petition Form to SDCCD CTE Transitions Office
 - f. Student must submit an official high school transcript to SDCCD CTE Transitions Office
 - 3) Student completes approved college course(s) equivalent.
(Verification of completion of the 2 college unit course should be in the form of a transcript from the college, or district to district data file verification. Please note that processing time for college courses can exceed several months, please plan accordingly, and work with students to complete college work prior to second semester.)

 - Step 4: After student successfully completes all Option 2 courses and 2 degree applicable unit college course, the student must then be coded as T260 in PowerSchool "Transfer to an Adult Education Program." The continuation school may no longer take attendance, nor collect ADA for the student.

Step 5: Student will then enroll in San Diego Adult School online using the ASAP Registration Portal and complete 12-hour transition course, which includes a pre-test.

Step 6: Graduation Documentation Submission Process:

- a) Continuation school Counselor and Registrar verify student has met JHSDP Option 2 graduation requirements with a minimum GPA of 2.0.
- b) Registrar to complete JHSDP Cumulative Record
- c) Counselor to compile JHSDP Option 2 paperwork, including:
 - JHSDP Option 2 Evaluation Form (with principal signature)
 - JHSDP Cumulative Record (with principal signature)
 - High school transcripts
 - Copy of college transcript or SDCCD CTE Petition Form

Step 7: Continuation school Registrar mails a copy of the completed Diploma Request packet to San Diego Adult School.

Step 8: Continuation school site administrator sends completed JHSDP Option 2 packet to San Diego Continuing Education for processing.

If you have questions, please contact the San Diego Adult School email at sandiegoadultschool@sandi.net or call (858) 627-7368.

Al Love
Director
Office of College, Career & Technical Education

APPROVED:



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

Attachments: (1)
