

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 20, 2018

To: High School Principals

Subject: EARLY GRADUATION FROM HIGH SCHOOL

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

Reference: Administrative Procedure 4770: Graduation from Senior High and
Administrative Procedure 4771: Alternative Means of Satisfying the Prescribed Course of Study
Administrative Procedure 4322: Enrollment in College/University Coursework

DUE DATES: Progress reports prior to the end of each final term:
Q1/P1 due date: 10/8/18
Q2/P2 or S1/P2 due date: 12/17/18 or 12/10/18
Q3/P3 due date: 3/11/19
Q4/P4 or S2/P4 due date: 5/20/19 or 5/13/19

Action Requested: Review guidelines, recent changes and implement as necessary

Attachment: Early Graduation Request Form

Background:

Early graduates have been awarded diplomas for many years; however, a uniform process for approval has not been in place. In response to requests for a formal process for early graduation, the School Innovation Division office is providing administrators, counselors, and registrars with the attached document to guide the process.

SDUSD high school students in the following circumstances may accumulate enough credits to graduate early:

- Students in 4x4 bell-schedule schools or schools with A/B bell schedules may earn up to 16 credits each year (as opposed to 12 credits earned in a traditional 6-period high school).
- Students may earn credits beyond the school day by taking UC 'a-g' approved online iHigh approved courses.

- Students may earn credits beyond the school day by taking Community College/University approved courses (as listed on Site Operations Circular No. 2021: Student Enrollment in College/University Coursework)
- Students who successfully complete UC ‘a-g’ courses in world language and mathematics beginning in grades 7 and 8 can potentially earn as many as 6 credits prior to entering grade 9.

Early Graduates may include the following students:

- Current Class of graduates completing high school graduation requirements in January of the current Class of school year (i.e. Class of 2019 student completing all requirements in January 2019).
- Current Class of graduates completing certificate of completion requirements in January of the current Class of school year (i.e. Class of 2019 special needs student completing all certificate of completion requirements in January of 2019).
- Previous year Class of students completing high school graduation requirements or certificate of completion requirements in January (i.e. Class of 2018 student completes requirements in January 2019).
- Future Class of students completing high school graduation requirements in January or June (i.e. Class of 2020 student completes requirements in June 2019).
- Any of the above noted Class of students completing high school graduation requirements during Q1 or Q3.

Students may petition for early graduation due to college readiness, apprenticeship programs, family commitments, parenting responsibilities, military service, potential family relocation, employment opportunities, or other reasons. Nevertheless, not all students who meet the graduation requirements before their senior year will choose to graduate early.

The University of California and California State University systems expect that students complete courses with a grade of “C” or better. Students who want to be well prepared for academic and/or career opportunities after high school may wish to continue enrollment in high school in order to take advantage of the depth and breadth of UC ‘a-g’ course offerings, exceeding the minimum requirements. Students who successfully complete the pathway and capstone courses in a CCTE program enhance their placement for career opportunities and college admission. Successful completion of college courses offered in high school in partnership with the San Diego Community College District and/or UCSD will also contribute to a student’s college readiness and competitiveness in the college admission process.

Implementation:

Students who graduate early must meet all graduation requirements listed in Administrative Procedure 4770. The “Early Graduation Request” does not exempt the student from meeting all subject area, GPA, and credit requirements. Students must complete the UC ‘a-g’ coursework required for graduation, earn a minimum of 44 credits with a 2.0 GPA, and maintain a record of responsible behavior.

When the school counselor or principal receives a request for early graduation, the school counselor will assist the student and parent in completing the “Early Graduation Request” form (Attachment 1). The process is outlined as follows:

- The “Early Graduation Request” must be completed and submitted before the student’s final semester or quarter of attendance.
- Requests may only be submitted for each of the following final grading terms: Q1, Q2/S1, Q3, Q4/S2. Submissions will no longer be accepted throughout the school year, but instead only during these terms and by the due dates that apply to each term.
- Requests will be due 10 days after the progress report prior to the final term of attendance.
- All sections of the form—including student, parent, principal, and counselor signatures—must be completed prior to submission to the School Innovation Division for approval.
- The student’s current high school transcript with courses in progress must be attached to the form.
- Send the “Early Graduation Request” form and student’s current transcript to: Veronica Ortega at email: vortega1@sandi.net.
- The fully signed form will be returned to the school registrar for filing in the student’s cumulative folder, registrar’s Secondary School Counselor/Registrar Notebook, and the school counselor’s Academic Review Notebook. This confirmation email will include next steps for site regarding completing the process to ensure the student has the opportunity to participate in commencement.

The above process also applies to students who attend alternative sites (i.e. NPS, TRACE, ALBA, Riley/New Dawn, Whittier and Home Hospital) and request to graduate early (mid-year/January) to receive either a high school diploma or a certificate of completion from their home school. Current Class of students from alternative sites who plan to graduate during the current school year will follow the process outlined in Site Operations Circular No. 2006: Verification of High School Graduation Requirement Completion for Students Attending Alternative Sites.

Questions regarding this circular should be addressed to Operations Specialist Veronica Ortega, Office of School Innovation, at vortega1@sandi.net.

APPROVED:



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