

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 17, 2018

To: Area Superintendents, Senior High School Principals, and Vice Principals, Counselors, High School Registrars, Site Techs

Subject: 2017-2018 PROCESS FOR SENIOR GRADING, TRANSCRIPT DISTRIBUTION, GRAD DOC COMPLETION, AND DISTRICT EXIT VERIFICATION

Department and/or Persons Concerned: Senior High School Principals, Vice Principals, Counselors, High School Registrars, Site Techs, and Area Superintendents

Reference: Administrative Procedure 4770

Due Date: Follow all timelines as specified in this circular

Action Requested: Official written documentation required for district leavers

Brief Explanation:

This circular provides a clear and consistent timeline and process for senior grading, transcript distribution, Grad Doc completion, and district exit verification for the 2017-2018 school year in order to meet internal and external state reporting deadlines (i.e. CA Dashboard) with consideration of staff work year calendars.

General Overview

In the interest of ensuring system-wide equity for all SDUSD students, it is important for all sites to have a clear and consistent process to follow when preparing for senior final days, transcript distribution, Grad Doc completion, and district exit verification of graduates, non-graduates or continuing students, and grade 12 students who left prior to June 13. In order to ensure internal and external timelines are met, following is the protocol that includes a timeline for implementation. This practice has been developed to help ensure a smooth end-of-year process for seniors and staff, taking into consideration 10-month personnel work schedules.

Site Responsibilities/Timeline:

| DATE | ACTIVITY |
|-----------|--|
| April 20 | <ul style="list-style-type: none"> • Confirm Grad Doc is current, to include all current enrolled seniors • All seniors coded “16-Pending” UNLESS, counselor/registrar has verified and confirmed student has ALREADY COMPLETED all graduation requirements as of the end of S1 or Q3 (i.e. early grads). • Order document “A” for seniors who qualified for Diploma w/Academic Distinction • Order documents “A” & “D” for seniors pending method 2 Academic Distinction • Distribute Diploma Cards to all seniors to use for updating names in Grad Doc (<i>if not completed</i>) |
| May 14-18 | <ul style="list-style-type: none"> • Distribute Senior Fail List to senior teachers |
| May 14-31 | <ul style="list-style-type: none"> • Office of Secondary Schools (OSS) to schedule individual registrar meetings to align initial Grad Doc draft with district verification lists and site updates (<i>see page 3 for Grad Doc Guide for appropriate coding</i>) |
| May 21-25 | <ul style="list-style-type: none"> • Site to schedule Appeal Committee Hearings (behavioral) (<i>if not completed</i>) |
| May 31 | <ul style="list-style-type: none"> • 10-Day Grade Reporting Class Enrollment Cut-off Countdown • DUE: Teachers submit Senior Fail List to Administrator/Counselors |
| June 1-4 | <ul style="list-style-type: none"> • Site to send out Failing Senior Parent Notifications • Update Grad Doc to reflect confirmed codes (<i>see page 3 for Grad Doc Guide for appropriate coding</i>) |

| DATE | ACTIVITY |
|-----------------------------|--|
| June 5-7 | <ul style="list-style-type: none"> Senior Finals (highly recommended) |
| June 7 | <ul style="list-style-type: none"> Last day to tag students for Summer School enrollment |
| June 7 (PM)- June 8 (AM) | <ul style="list-style-type: none"> Senior teachers submit final grades in Gradebook (highly recommended) |
| June 8 | <ul style="list-style-type: none"> Seniors must have completed any iHigh courses needed to graduate and participate in commencement Sites to store grades for all grade 12 students separately <ul style="list-style-type: none"> Site techs to attend Grade Storing Open Lab @ IMC, 12-3 p.m. Registrar work with counselors to provide administration the final list of students not eligible to participate in the June 2018 commencement ceremony. |
| June 11 | <ul style="list-style-type: none"> Run PowerSchool FINAL Senior Fail List (confirm F's issued against 5/31 Senior Fail List) |
| June 11-13 | <ul style="list-style-type: none"> Last 3 Days for Seniors (senior activities) Run grade suppression reports and review grade replacement needs First day Registrar can print senior transcripts – review for accuracy: <ul style="list-style-type: none"> Confirm college grades have been uploaded 44+ credits Met SDUSD a-g graduation requirements 2.00 (9-12 WGPA) Create draft of <i>Principal's Certification of Graduates</i>, include any waivers required (i.e. AB 167) |
| June 13 | <ul style="list-style-type: none"> Last day of Semester 2 and Quarter 4 Grad Doc must reflect all Class of 2018 enrolled at your site through June 13, 2018 Graduation Date/Diploma Type on transcript area should be blank on students coded 15-Non-grads or 16-pending Students should be verified to ensure there is only one document type in Grad Doc Registrar to run Final Ranking report, if college grades are processed |
| June 14 | <ul style="list-style-type: none"> Teachers & Counselors Last Day Update Grad Doc to reflect accurate graduates, completers, and non-grads (<i>see page 3 for Grad Doc Guide for appropriate coding</i>) Verify SDUSD Exit Page and appropriate codes for seniors who haven't completed all requirements by 6/13/18 and ensure official documentation is filed in student cum (<i>see Federal Guidelines of Official Student Exit Documentation</i>) Verify summer enrollment of seniors and returning 5th year Submit Common App Final Reports in order to send senior transcripts electronically Begin sending final transcripts to colleges once verified for accuracy |
| June 14-15 | <ul style="list-style-type: none"> Schools to attend open lab to store underclassmen (grade level 9th-11th) academic/citizenship grades and print report cards |
| June 15 | <ul style="list-style-type: none"> Last day for 10-month Registrars/Site Techs Submission of final transcripts to colleges/universities Finalize the Grad Doc to reflect only the following codes for students completing in June 2018: <ul style="list-style-type: none"> Grad Doc Code: 06 Grad Doc Code: 15 Grad Doc Code: 16 <p><i>See page 3 for Grad Doc Guide for appropriate coding.</i></p> |
| June 18 | <ul style="list-style-type: none"> Summer School (SS) Begins. SS staff needs to ensure all students are enrolled in the correct classes. Any student taking Edgenuity courses in SS must be enrolled into I-High as their primary school. |
| June 18-22 | <ul style="list-style-type: none"> Confirm (Class of 2018) seniors attending summer school are enrolled in courses needed and marked on site Grad Doc Code: 16- Pending |
| DATE | ACTIVITY |

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| June 29 | <ul style="list-style-type: none"> Principal's Certification of Graduates DUE to OSS (send via email to secondaryschools@sandi.net) Include FINAL Grad Doc list/report (SQS62) and any written waiver(s) |
| July 1 | <ul style="list-style-type: none"> Final Transcripts DUE to many CSU and UC Schools |
| July 11 | <ul style="list-style-type: none"> Last day for Traditional 11-Month Classified Staff |
| July 27 | <ul style="list-style-type: none"> End of Summer School All summer school grades must be finalized and stored, and report cards processed by NOON IT to copy summer grades to Production in PowerSchool and run grade suppression |
| July 27- August 3 | <ul style="list-style-type: none"> OSS to support with senior graduation verifications of summer school graduates and work with registrars to update Grad Doc and exit codes |
| July 31 | <ul style="list-style-type: none"> SDUSD 1st Certification of Class of 2018 Graduates |
| August 6 | <ul style="list-style-type: none"> Submission of 18/19 enrollment and Class of 2018 graduates to CALPADS final for reporting of graduates Students not confirmed as graduates or completers by July 27, 2018 will be reported as "non-graduates" for CALPADS reporting purposes. |
| August 13 | <ul style="list-style-type: none"> Classified Staff Return for 2018/19 SY |
| August 24 | <ul style="list-style-type: none"> SDUSD FINAL Certification of Class of 2018 Graduates |

Grad Doc Guide for reporting Class of 2018 graduates:

| Grad Doc Code | Document Type | State Reporting Impact | NOTES |
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| 06-Graduate | <p>1) SDUSD UC a-g Diploma</p> <p>2) SDUSD UC a-g Diploma with Academic Distinction</p> <p>3) Certificate of Completion (completer)</p> <p>4) Modified diploma: AB 167/216, AB 1806, and AB 2306</p> <p>* Require waiver on file. Waiver needs to be included on <i>Principal's Certification of Graduates</i>.</p> <p>5) MIC (Military Interstate Compact) issued by SDUSD</p> <p>* Require waiver on file. Waiver needs to be included on <i>Principal's Certification of Graduates</i>.</p> | <p>Data transferred from Grad Doc for reporting of graduates or SPED completers receiving a certificate of completion</p> <p>Exit Code: 100 <i>Document Type 1, 2, 4, 5</i></p> <p>Central office will assign all students with Grad Doc: 06 and Diploma Types: 1, 2, 4, or 5 a 100 Exit Code.</p> <p>Exit Code: 120 <i>Document Type 3</i></p> <p>Central office will assign all students with Grad Doc: 06 and Diploma Type: 3 a 120 Exit Code.</p> | <p>Use this Grad Doc code to report students under the following Document Types:</p> <p>Document 1 or Document 2 (SDUSD UC A-G Diploma) Students who have met all graduation requirements, by June 2018</p> <p>Document Type 3: Certificate of Completion (Completer) Students who have earned a certificate of completion, by June 2018</p> <p>Document Type 4 or 5: Require waiver on file. Waiver needs to be included on <i>Principal's Certification of Graduates</i>.</p> <p>Important COC Note: Certificate of Completion documents type will only be recorded on the site Grad Docs with documentation of parent consent as identified in the IEPs: "Parent Signature Page", indicating the student is not in a course of study working toward high school diploma (i.e. non-diploma bound).</p> <p>Participation in Senior Activities: Only students who earn a diploma or certificate of completion by June 2018 may participate in commencement and senior activities in June 2018 (<i>reference Site Operations Circular # 2005, dated August 31, 2017</i>).</p> |
| 15-Non-Graduate | No Document Type | This Grad Doc code has no impact to state reporting, only SDUSD Exit Page codes are used to report drop outs/non-grads. | Use this Grad Doc code to report students who have been confirmed as not meeting all graduation requirements by June 2018, student not returning for summer school or returning as a 5 th year student in the 2018-2019 school year. |
| 16-Pending (Change to 06 or 15 after summer | No Document Type | May impact state reporting negatively if SDUSD Exit Page and appropriate codes are not updated | Use this Grad Doc code to report students attending summer school to complete graduation requirements by July 27, 2018. |

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| school) | | accurately in PowerSchool after summer school. | |
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Consideration should be given to 10-month registrars to work past their last day to complete the tasks needed to accurately accomplish the above responsibilities that are key to final district state reporting. The OTBS contract must be followed in terms of payment for time worked or for compensatory time recorded.

The district office will centrally change all class of 2018 exit codes to graduates or certificate of completion, as reported on Grad Doc in June 2018. After summer school, the remaining class of 2018 students will be verified in PowerSchool to determine if they met all graduation requirements or if they are pre-enrolled in PowerSchool for the upcoming 2018-2019 school year.

Sites will be responsible for verifying all outstanding class of 2018 students via the SDUSD Exit Page and the appropriate exit codes for students not captured by central office by the **8/6/18** due date. Students not verified by the site will be reported as “non-graduates” for CALPADS reporting purposes.

Federal Guidelines of Official Student Exit Documentation

ACTION REQUIRED: The following provides guidelines regarding official written documentation required for students leaving our district, referred to as “district leavers”

Per state and federal guidelines, **official written documentation** must be kept on file for students who leave the district before graduating and (1) enroll in a California private school or (2) enroll in an out-of-state school. Information provided by a parent or friend of the family whether in-person, by telephone, or email is **NO** longer considered sufficient documentation for these two types of transfers.

Examples of official written documentation include:

- A records request from the receiving school (mailed, faxed, or emailed).
- Written communication from an official at the receiving school acknowledging the student’s enrollment (mailed, faxed, or emailed).
- A copy of the student’s school schedule or report card on the receiving school’s letterhead.

Effective immediately, please make sure you have official written documentation on file for any student at your school that transfers out of state or to a private school. Notify all appropriate staff members of this important change. If a school is unable to obtain the required documentation, then the student will **be considered a dropout per state and federal guidelines.**

Please note that if a student moved out of the country, information provided by a parent or friend of the family, and noted as such on the District Exit page, continues to be sufficient documentation.

Action requested for past transfers in the Class of 2018 or later. Official written documentation needs to be on file for students in the Class of 2018 or later who have already transferred out of state or to a private school. Please ask the appropriate staff members at your site to review the attached list of students requiring documentation.

1. Make sure that official written documentation as described above, such as a copy of the records request from the receiving school, is in the cumulative folder of each student on your attached list. You will need these records on hand in the case of a state and/or federal audit.
2. If you did not receive a records request or any other official written documentation from the receiving school, contact the receiving school and request email or fax confirmation that your student enrolled at their school soon after leaving San Diego Unified. Place a copy of any confirmation you receive in the student’s cumulative folder. If you do not know the name of the receiving school, you may need to get it from one of your student’s known contacts.

3. Once you have official written documentation on file for a student, check the “Yes” box for “Official Documentation On File” on the PowerSchool District Exit page and click “Submit.”

The deadline for documenting Class of 2018 “district leavers” on your list is July 31, 2018; for the Class of 2019 or later, the deadline is November 16, 2018. After these deadlines, the exit codes for students without the required documentation will be changed to E140 (Dropout – truant) or E400 (Dropout – unknown reason).

If you have any questions regarding district leavers process, please contact Mara Bernd (mbernd@sandi.net, 619.725.7164). Thank you for your efforts with this important task.

For additional information, contact Veronica Ortega, Operations Specialist at (619)725-7284 or vortega1@sandi.net or Francisca Del Carmen-Aguilar at (619)725-7255 or fdelcarmen@sandi.net.

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools