

ADMINISTRATIVE CIRCULAR NO. 103
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: April 20, 2006

To: High School Principals

Subject: **EXEMPTION OF THE REQUIREMENT TO PASS THE CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE) FOR CERTAIN STUDENTS WITH DISABILITIES**

Department and/or Persons Concerned: Senior high administrators and counselors, atypical and alternative school administrators and counselors at schools that serve Grade 12 students, and special education classroom teachers with students in the graduating class of 2006.

Due Date: Please do the following:

- Enter the names of affected students into your "grad doc" files by the cut off date of Monday, May 8, just as you would with other graduating students in the class of 2006.
- Complete and submit the attached form for affected students and submit as directed on or before June 1, 2006.

Reference: Senate Bill 517

Action Requested: Complete and submit attached form for each special education student in the class of 2006 as specified in this directive.

Brief Explanation:

On January 30, 2006, Governor Schwarznegger signed Senate Bill (SB) 517, which provides a one-year exemption of the requirement to pass the CAHSEE for certain students with disabilities in the class of 2006. (This includes students who may graduate in June of 2006 or in August of 2006 following summer school.) **These students are required to take the CAHSEE using the accommodations and modifications specified in their IEP or Section 504 plan in order to be eligible for the one-year exemption.**

The new law, which takes effect immediately, also requires school districts to report to the State Superintendent of Public Instruction information pertaining to the exemptions provided. To assist us in meeting this serious mandate, please complete and submit the attached form as directed for each student in the class of 2006, who meets the following criteria:

- The student has an Individualized Education Plan (IEP) or 504 plan that indicates the student is diploma bound.

- The student has attempted to pass the CAHSEE at least twice after Grade 10, including at least once in Grade 12.
- The student has received remedial or supplemental instruction focused on the CAHSEE. For the purpose of SB 517, remedial or supplemental instruction focused on the CAHSEE that is received through the student's school, private tutoring, or other means is acceptable remedial or supplemental instruction.
- The student has taken the CAHSEE at least once following the receipt of that remedial or supplemental instruction.

A form must be completed for each student with a disability who is diploma bound and has not passed the CAHSEE even if it is not evident that he/she will be able to graduate in 2006. This information is required in order to provide mandated documentation to the California Department of Education.

Below are more important points regarding the CAHSEE requirement and SB 517:

- ❖ The exemption provided by SB 517 is the only exemption available to students for the CAHSEE. The waiver process for students who pass the CAHSEE using modifications is still in effect.
- ❖ Any student who does not meet the requirements set forth in this new law must satisfy the CAHSEE requirement, in addition to meeting all other graduation requirements, to receive a public high school diploma.
- ❖ Students who meet all of the requirements for the one-year exemption still have the right to take the CAHSEE and receive remediation and supplemental instruction for any part of the exam not yet passed.
- ❖ If a student meets all of the requirements for the one-year exemption, but still wishes to take the CAHSEE and participate in remediation and supplemental instruction for any part of the exam not yet passed, the school district must permit the student to do so.
- ❖ Before determining if a student with disabilities should not participate in a CAHSEE administration, school districts are strongly encouraged to officially certify for their records that the student has met all of the requirements for this one-year exemption.

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Questions may be directed to MarySue Glynn, Special Education Director, School Support and Instruction, at (619) 725-5650.

Roxie Jackson
Executive Director
Special Education

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is fluid and cursive, with the first name "Geno" and last name "Flores" clearly distinguishable.

Geno Flores
Deputy Superintendent

RJ:ba

Attachment

Distribution: Lists B and F

**EXEMPTION OF CAHSEE DIPLOMA REQUIREMENT FOR 2006
Under Senate Bill 517**

Student _____ ID# _____ Date _____
School _____ IEP 504 Plan

Records Reviewed

- Individualized education plan (IEP) or 504 Plan
- Current transcript
- Other _____

Waiver Requirements

- YES NO Student has an individualized education program (IEP) or 504 Plan signed by the parent that was in effect as of July 1, 2005 and which shows the student is scheduled to receive a high school diploma with an anticipated graduation from high school in 2006. *(SB 517 conditions 1, 2, and 7)*

. Signature of Sp. Ed. Teacher/504 Case Manager _____

- YES NO Analysis of student's high school transcript shows the student has satisfied or will satisfy all requirements for a high school diploma by December 31, 2006 with the exception of passing the California High School Exit Examination (CAHSEE). *(SB 517 condition 3)*

. Signature of School Counselor _____

- YES NO The student has attempted to pass the CAHSEE at least twice since the 10th grade, including at least once during the 12th grade, with the accommodations or modifications, if any, specified in the IEP or 504 Plan. *(SB 517 condition 4)*

. Signature of School CAHSEE Coordinator _____

- YES NO One of the following has occurred: *(SB 517 condition 5)*
 - San Diego Unified School District failed to provide the student with the opportunity to receive remedial or supplemental instruction focused on the high school exit examination; or
 - The student has received remedial or supplemental instruction focused on the high school exit examination either through San Diego Unified School District, private tutoring, or other means. *Description and dates of instruction:* _____

- YES NO The student has taken the CAHSEE at least once following the receipt of the remedial or supplemental instruction described above. Note: this requirement does not apply if following the receipt of that remedial or supplemental instruction there is no further administration of the CAHSEE on or before December 31, 2006. *(SB 517 condition 6)*

. Signature of Sp. Ed. Teacher/504 Case Manager _____

Certification

- Based on this review, the student has **met all** of the conditions of SB 517 for having the California High School Exit Examination (CAHSEE) diploma requirement waived.
- Based on this review, the student has **not met** the conditions of SB 517 for having the California High School Exit Examination (CAHSEE) diploma requirement waived.

Explanation: _____

. Signature of School Principal Date