

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** June 17, 2011
- To:** All High School Principals; School Improvement Officers
- Subject:** TIMELINES AND REMINDERS FOR TRACKING, REPORTING, AND CERTIFYING GRADUATION DATA FOR 2010-11
- Department and/or Persons Concerned:** Principals, Vice Principals, Registrars, School Secretaries, and Clerks
- Due Dates:**
- 1) Follow all timelines outlined in the 2010-2011 Student Information System (SIS) Annual Calendar.
  - 2) Complete and submit the *Principal's Certification of Graduates* form after each graduation event (e.g., June commencement, end of Summer School, and October 1). *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) 2010-2011 SIS Annual Calendar, *Graduation Documents* Section
  - 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) 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** (e.g., June commencement, end of Summer School, and October 1), 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 2011**

Listed below are the four types of documents available for the Class of 2011 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) Present a senior exhibition that meets school-site criteria, *and*
- (4) Pass both portions (English Language Arts and Mathematics) of the California High School Exit Examination (CAHSEE).

*Certificates of Course Completion* are presented to students who:

- (1) Meet all general and course requirements for graduation, but who attain a weighted grade-point average (WGPA) of less than 2.00 in Grades 9–12 by the completion of the spring semester or by the end of summer school (for summer school graduates), *and/or*
- (2) Do not present a senior exhibition that meets school-site criteria, *and/or*
- (3) Have not passed both portions (English Language Arts and Mathematics) of the California High School Exit Examination (CAHSEE).

**Note:** 1) Students receiving *Certificates of Course Completion* are **not eligible** to participate in commencement exercises. 2) Students awarded *Certificates of Course Completion* may continue to be enrolled in comprehensive high schools or in the Adult Education High School Diploma Program in order to complete graduation requirements and earn district high school diplomas.

*Letters of Recognition* are presented to non-diploma-bound special education students who do not meet all requirements for graduation, but who have completed all goals and objectives of their individualized education programs (IEPs). A *Letter of Recognition* is issued at the completion of Grade 12; students may remain in a special education program beyond Grade 12. Students receiving *Letters of Recognition* are **eligible** to participate in commencement exercises.

### **Principal’s Certification of Graduates**

For the 2010-11 academic year, a *Principal’s Certification of Graduates* form (Attachment 2) **must be completed after each graduation event** (e.g., June commencement, end of Summer School, and October 1). **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, **and**  
c) Graduation status data have been correctly entered into the district’s data system.

**OR**

2. There were no students who received diplomas at this graduation event.

Per Administrative Procedure 4770, waivers to the district graduation requirements may be granted in specific cases with compelling circumstances. Principals have the authority to grant waivers and will make the determination on a case-by-case basis. (Note: The CAHSEE graduation requirement is state-mandated and may not be waived by the principal.) 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 certification form must be signed by the principal and a copy must be provided to the Area Superintendent and the Office of Accountability **after each graduation event. 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, (c) failed to present a senior exhibition that meets school-site criteria, and/or (d) not passed the CAHSEE, they have until the end of summer school following their senior year to complete all requirements in order to receive a diploma with their graduating class (i.e., with the same "Class of" date).

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). This October 1 "graduation event" is available only as an accommodation for students who 1) completed all district graduation 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.

Students who did not complete all district graduation requirements after the end of summer school following their senior year and/or who have not passed both portions of the CAHSEE by the July administration will receive their diplomas with the next year's graduating class.

For additional information about graduation requirements or Administrative Procedure 4770, please contact the Office of Accountability at 619-725-7166. For information regarding graduation timelines, please contact the Office of the Deputy Superintendent of Academics at 619-725-7104.



Ron Rode  
Executive Director  
Office of Accountability

# 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. 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 (track T) summer school.

NOTE: ADDITIONAL DOCUMENTATION AND SCHEDULES WILL BE PUBLISHED IN CONJUNCTION WITH RELEASE OF A GRADUATION DOCUMENT MODULE IN ZANGLE.

References: Administrative Procedure 4770  
Administrative Procedure 5609

School Reports: SQS62 Graduation Information Report (JRS)  
SQS65 Graduation Record Create (JRS)  
SQS68 Graduation Class Ranking (JRS)  
SQS70 Graduation Enrollment Leave Code Update  
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	11/2/10	T	IT	<b>DUE</b>	Graduation dates will be set for 2011 graduation cycle. 2010-2011 Graduation cycle opens.
GRAD DOC	11/2/10	T	Sec Sch	Ready	Class of 2011 grad doc records, based on current grade 12 enrollment records, can be created using Job Request (SQS65). Job must be submitted in Job Request by <b>JANUARY 28</b> if school has 1 <sup>st</sup> semester graduates, and no later than <b>MARCH 25</b> if school has only 2 <sup>nd</sup> semester graduates.
GRAD DOC	01/28/11	F	Sec Sch		End of Semester 1 for schools on the Traditional calendar.
GRAD DOC	01/28/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE (5 PM):</b> Grad doc records for all semester 1 graduates must be complete by 5 p.m. on this date. <i>Grad doc records for semester 1 graduates should NOT be deleted after this date.</i>

Subject	Date	Day	User	Action	Event
GRAD DOC	02/04/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE:</b> Submit the <i>Principal's Certification of Graduates</i> form within <b>one week of graduation</b> , verifying that graduates have met all requirements for graduation and that graduation status data were correctly entered into the district's data system. <b>Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150.</b> (See AP 4770)
GRAD DOC	02/07/11	M	IT	Print	Grad Doc Reports for 1 <sup>st</sup> semester grads: List of Graduates (SQS61) and Graduation Information Report (SQS62)
GRAD DOC	02/08/11	T	Sec Sch	Ready	Grad Doc Reports for 1 <sup>st</sup> semester grads: List of Graduates (SQS61) and Grad Doc Information Reports (SQS62)
GRAD DOC	03/08/11	T	OAS	Ready	Report of semester 1 graduates will be submitted for Board action.
GRAD DOC	03/11/11	F	Sec Sch	<b>DUE</b>	Counts for diploma covers due to Area Superintendent.
GRAD DOC	03/25/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE (5PM):</b> Class of 2011 graduation documents must be created by this date.
GRAD DOC	04/12/11	T	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 <b>April 20</b> .
GRAD DOC	04/15/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE</b> for additional copy to be included in commencement programs. <b>Send additional copy to designated vendor via e-mail.</b>
GRAD DOC	04/15/11	F	Sec Sch	<b>DUE</b>	IT will load Grad WGPA from cumulative GPA data in Zangle.

Subject	Date	Day	User	Action	Event
GRAD DOC	04/18/11	M	Sec Sch	Reminder	Run Grad Doc Information Report (SQS62) via JRS. Use as a worksheet to prepare for the Commencement Program extract, 1 <sup>st</sup> 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 <b>GD</b> screen to look for blank grad names (F2 will give you field help for the sequence options.)
GRAD DOC	04/18/11	M	Sec Sch	Reminder	Load Class Rank by <b>JUNE 10</b> . Beginning this date, when ready, schools may run “class ranking” via Job Request (SQS68). If this job is not run, class rank will not appear on transcripts after graduation.
GRAD DOC	04/20/11	W	Sec Sch	<b>DUE</b>	<b>DEADLINE (5PM):</b> The job to insert periods after “Jr” in Grad Doc records (SQS74) <b>MUST</b> be completed before this date. <b>Schools to run.</b>
GRAD DOC	04/22/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE (5PM):</b> for grad doc information to be extracted for the printer of the Commencement Program. Job to insert periods following Jr/Sr (SQS74) must be <b>COMPLETED</b> 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 <b>April 25</b> . (SQS64)
GRAD DOC	04/22/11	F	IT	Print	Commencement Program Extract: extract data for program printer (SQS64).
GRAD DOC	04/25/11	M	OAS	Ready	Reports and files for printer of Commencement programs are ready (SQS64).
GRAD DOC	04/25/11	M	Sec Sch	<b>DUE</b>	<b>DEADLINE (5PM)</b> for grad doc information on students to be submitted for Board action. <b><i>Grad doc records should NOT be deleted after this date.</i></b>

Subject	Date	Day	User	Action	Event
GRAD DOC	04/25/11	M	IT	Print	Grad Doc Board Reports for graduates: List of Graduates (SQS61) and Graduation Information Report (SQS62).
GRAD DOC	04/26/11	T	Sec Sch	Ready	Grad Doc Board Reports for all grads: List of Graduates (SQS61) and Grad Doc Information Reports (SQS62)
GRAD DOC	04/26/11	T	Sec Sch	Ready	Input window for additions and changes to grad doc records continues until <b>OCTOBER 7, 2011. Do NOT delete grad doc records for non-grads.</b> 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	05/05/11	Th	Sec Sch	<b>DUE</b>	<b>DEADLINE</b> (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 <b>May 6.</b> (SQS63). Documents should be back from printer by May 25.
GRAD DOC	05/05/11	Th	IT	Print	Graduation Document Extract #1 (SQS63).
GRAD DOC	05/06/11	F	OAS	Ready	Reports and files for printer of Graduation Documents ready (SQS63).
GRAD DOC	05/20/11	F	Sec Sch	Reminder	Run job to get Grad Doc Information Report (SQS62). Use as a worksheet to verify information for 2 <sup>nd</sup> printing of graduation documents. ALSO, use the sequence options on the <b>GD</b> screen to look for blank grad names (F2 will give you field help for the sequence options.)
GRAD DOC	05/24/11	T	OAS	Ready	Reports of students expected to graduate will be submitted for Board action.

Subject	Date	Day	User	Action	Event
GRAD DOC	06/01/11	W	Sec Sch	<b>DUE</b>	<b>DEADLINE</b> (5PM) for grad doc information for 2 <sup>nd</sup> printing of graduation documents. Requests for additional documents will be sent to printer on <b>June 2</b> . These will reflect additions / changes to grad doc records as of 5 p.m. on <b>JUNE 1</b> . Reports will be available for schools, printer, and Area Superintendent on <b>JUNE 2</b> . Documents should be back from printer by June 9.
GRAD DOC	06/01/11	W	IT	Print	Graduation Document Extract #2 (SQS63).
GRAD DOC	06/02/11	Th	OAS	Ready	Reports and files for second printing of graduation documents ready (SQS63).
GRAD DOC	06/10/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE:</b> Class ranking job (SQS68) must be successfully completed by this date if class rank info is to print on Transcripts. <b>Schools to run.</b>
GRAD DOC	06/13/11	M	Sec Sch		End of Semester 2 for schools on the Traditional calendar.
GRAD DOC	06/15/11	W	Sec Sch	Reminder	Run job to get Grad Doc Information Report (SQS62) reflecting information as of end of second semester.
GRAD DOC	06/17/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE:</b> Submit the <i>Principal's Certification of Graduates</i> form within <b>one week of graduation</b> , verifying that graduates have met all requirements for graduation and that graduation status data were correctly entered into the district's data system. <b>Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150.</b> (See AP 4770)
GRAD DOC	06/17/11	F	IT	Print	Graduate Status Report for Area Superintendent (SQS62).
GRAD DOC	06/20/11	M	OAS	Ready	Grad Doc Information Report (SQS62) for Area Superintendent reflecting data as of 5PM on <b>JUNE 17</b> .



Subject	Date	Day	User	Action	Event
GRAD DOC	07/06/11	W	IT	Print	'TENTATIVE DATE' -----As part of year-end activities, the Leave Code on the last primary enrollment record for all students with Grad Doc Records will be updated to reflect Grad Code. Graduation Enrollment Leave Code Update report (SQS70).
GRAD DOC	08/05/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE:</b> Summer Grads must complete all requirements by the end of summer school at schools on the traditional calendar in order to receive a 2011 document.
GRAD DOC	08/08/11	M	Sec Sch	<b>DUE</b>	<b>DEADLINE (5 PM):</b> Update Grad Code for summer school completers. If Grad Code for "Pending" graduates who complete requirements in summer school is updated before 5 PM on this date, their enrollment leave code will be updated to reflect this. Enrollment Leave code update report (SQS70).
GRAD DOC	08/08/11	M	IT	Print	'TENTATIVE DATE' -----As part of year-end activities, the Leave Code on the last primary enrollment record for all students with Grad Doc records will be updated to reflect Grad Code. Graduation Enrollment Leave Code Update report (SQS70).
GRAD DOC	08/12/11	F	Sec Sch	<b>DUE</b>	<b>DEADLINE:</b> Submit the <i>Principal's Certification of Graduates</i> form within <b>one week of graduation</b> , 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. <b>Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150.</b> (See AP 4770)
GRAD DOC	08/19/11	F	Sec Sch	Reminder	Use Job Request to get Grad Doc Information Report (SQS62). Use as a worksheet for clearing "Pending" status grads. If Grad Code for "Pending" graduates who complete requirements in summer school is updated before next Leave code update (SQS70) is run, their enrollment leave code will be updated to reflect this.

Subject	Date	Day	User	Action	Event
GRAD DOC	09/16/11	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 <b>GD</b> 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.)
GRAD DOC	<b>10/07/11</b>	F	Sec Sch	<b>DUE</b>	<b>5:00 P.M. DEADLINE -- END OF GRADUATION CYCLE FOR CLASS OF 2011.</b> 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 <b>must</b> be coded as a non-grad (15).
GRAD DOC	10/07/11	F	IT	Print	Grad Doc cycle end reports: <b>SQS71</b> Cancellations & Additions <b>SIS32</b> Enrollment Leave Code Update <b>SQS70</b> Graduation Enrollment Leave Code Update <b>SQS63</b> Graduation Document Extract <b>SQS62</b> Graduation Information Report
GRAD DOC	10/10/11	M	OAS	Ready	Final printing of additional documents for Class of 2011 will be sent to document printer. This will reflect additions / changes to Grad Doc records as of 5 PM on <b>OCTOBER 7</b> Leave Code on the prior year primary enrollment record for all students with Grad Doc Records will be updated to reflect final Grad Code (SQS70). Final Grad Doc Information Report (SQS62) to schools and Area Superintendent. Documents from final printing should be back from the printer by November 1.



Subject	Date	Day	User	Action	Event
GRAD DOC	10/14/11	F	Sec Sch	<b>DUE</b>	<p><b>DEADLINE:</b> Submit the <i>Principal's Certification of Graduates</i> form by <b>October 14</b>, 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 <b>or</b> 2) that there were no students who received diplomas at this graduation event. <b>Due to Area Superintendent, Ed Center, Room 2038 AND Office of Accountability, Ed Center, Room 3150.</b> (See AP 4770)</p> <p><b>Note:</b> 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.</p>
GRAD DOC	10/25/11	T	OAS	Ready	Report of cancellations and additions will be submitted to the Board for action.

**PRINCIPAL’S CERTIFICATION OF GRADUATES**

**CERTIFICATION**

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**Please select and complete *one* of the following statements after *each graduation event* – June commencement, end of Summer School, and October 1 (only for students who met CAHSEE requirements based on the July administration):**

- I,           (Principal’s name)          , certify that all students who received diplomas from           (High School name)           in           (Month and Year)          , completed all San Diego Unified School District graduation requirements as defined in Administrative Procedure 4770, and that graduation status data were correctly entered into the district’s data system within one week of the graduation event specified above – June commencement, end of Summer School, and October 1 (only for students who met CAHSEE requirements based on the July administration).
- I,           (Principal’s name)          , certify that no students received diplomas from           (High School name)           in           (Month and Year)          .

**WAIVERS TO DISTRICT HIGH SCHOOL GRADUATION REQUIREMENTS**

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The following students enrolled at           (High School name)          , were granted waivers from specific graduation requirements, as listed below.

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

*\*Waivers to the high school graduation requirements may be granted in specific cases with compelling circumstances. The principal has the authority to grant waivers and will make the determination on a case-by-case basis. Note: The CAHSEE graduation requirement is state-mandated and may not be waived by the principal.*

\_\_\_\_\_ PRINCIPAL’S NAME (Please Print)

\_\_\_\_\_ PHONE NUMBER

\_\_\_\_\_ PRINCIPAL’S SIGNATURE

\_\_\_\_\_ DATE

**Submit *copies* of this signed document to:**  
**1) your Area Superintendent, Ed Center, Room 2038 (or Fax: 619-725-7236) and**  
**2) the Office of Accountability, Ed Center, Room 3150 (or Fax: 619-725-7180),**  
**after each graduation event (e.g., June commencement, end of Summer School, and October 1).**  
**Due dates specific to each graduation event are listed in the *SIS Annual Calendar*.**

**Retain the *original* signed document at the school site.**