



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4790

PAGE: 1 OF 2

CATEGORY: **Instruction, Academic Achievement**

EFFECTIVE: **2-26-76**

SUBJECT: **California High School Proficiency Examination**

REVISED: **8-1-2000**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing awarding of Certificates of Proficiency to students sixteen or seventeen years of age.
2. **Related Procedure:**
Graduation from senior high schools 4770

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy F-2000, F-2200, F-2510, F-7000, F-7030, F-7100, F-7800, F-7810, F-8400; Education Code Sections 48410, 48412, 48414; California Code of Regulations, Title 5, 11520-11523.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Extended Learning Opportunities, Institute for Learning.
2. **Certificate of Proficiency.** Any person who is sixteen years of age or older, or who has been enrolled in tenth grade for one academic year or longer, or who will complete tenth grade at end of the semester during which the next regular examination will be conducted, may have his/her proficiency in basic subject matter verified by examination based on criteria established by the State Department of Education. (Payment of a fee covering administrative costs of the examination must be made by the individual.) Upon successful demonstration of such proficiency, the student will be awarded, by the State Board of Education, a "Certificate of Proficiency," which legally is the equivalent of a high school diploma. (Education Code Section 48412)
3. **Scheduling and Administration of Examination.** Proficiency examinations are given once in fall semester, once in spring semester, and at such other times as the state director of education deems necessary. Security and administration are the responsibility of experienced testing firms under contract with the State Department of Education. Schedules and instructions are disseminated to county and district superintendents. (Education Code Section 48412)

SUBJECT: **California High School Proficiency Examination**

NO: **4790**

PAGE: **2 OF 2**

EFFECTIVE: **2-26-76**

REVISED: **8-1-2000**

4. **Exemption from Compulsory Attendance and Right to Reenroll.** Persons sixteen or seventeen years of age who have been awarded certificates of proficiency may, *with their parents' approval*, be exempt from compulsory education, with the right to reenroll without prejudice. Record of accomplishment and date of award shall be recorded on the students' official transcripts.
5. **Enrollment in Community Colleges.** Persons awarded a Certificate of Proficiency may enroll in California community colleges on the same basis as persons who graduated from high school in the usual manner.

D. IMPLEMENTATION

1. **Principal or Designee**
 - a. Disseminates information on proficiency examination when received.
 - b. Provides for recording certificates and date received on student's permanent record cards or official transcript.
 - c. Upon receipt of parental permission, drops student using Leave Code 12, "Passed California High School Proficiency Exam."

E. FORMS AND AUXILIARY REFERENCES

1. Certificate of Proficiency, granted by the State Board of Education

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education