

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 7, 2008

**To:** Senior High School Principals

**Subject:** GRADUATION DOCUMENTS FOR CERTAIN STUDENTS WITH DISABILITIES – CLASS OF 2008

**Department and/or Persons Concerned:** Senior High School Principals, Program Managers, SSEAs, Senior High Counselors, Registrars

**Due Date:** April 18, 2008

**Reference:** Administrative Procedure 4770

**Action Required:** Ensure the names of all off-site students who meet all graduation requirements are included in your “grad doc” file prior to submission.

**Brief Explanation:**

Some district students in the Class of 2008 have been unable to attend their schools of residence due to long-term illness or placement in a hospital or non-public school. As District students, they are eligible to graduate with their class of peers if they complete all graduation requirements by the end of summer school, 2008. Because district students must receive diplomas from schools (as opposed to programs), it has been determined that students enrolled in the Home/Hospital Program, in Licensed Children’s Institutions, and in Non-Public Schools will be granted diplomas by their schools of residence or the high schools at which they spent the most time. Similarly, students who earn Certificates of Course Completion and/or Letters of Recognition must receive those documents from their high schools of residence or from the high schools at which they spent the most time. It is likely that every high school in the district has at least one graduating resident student in this situation.

The district counselors assigned to these students’ programs are requested to carefully review each student’s record to verify that they have met all graduation requirements, including passing the CAHSEE, or that they have met the requirements for the Certificate of Course Completion or Letter of Recognition. The Special Education program office will send schools the student names and ID numbers and indicate that the student is “on track” to earn a Diploma, Certificate of Course Completion, or Letter of Recognition. You will also be informed whether the students have a desire to participate in the graduation ceremony. **Prior to submitting your 2008 “grad doc” file, please ensure that these students’ names are included.** After the students’ final grades and scores are confirmed, the program office will contact your registrar to provide final verification of the students’ graduation status. After the documents have been printed, staff from the Special Education Program Office will call

to arrange a time to pick up the graduation documents for those students who have elected not to participate in the graduation ceremony at your high school.

On behalf of the graduating students with disabilities and their families, we thank you for your cooperation. Questions may be referred to MarySue Glynn, Special Education Director, at (619) 725-7650.

Roxie Jackson  
Executive Director  
Special Education Programs Division

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G".

Geno Flores  
Deputy Superintendent

RJ:ldc

Distribution: List F