

SITE OPERATIONS CIRCULAR NO. 2006

Office of Leadership & Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:

To: High School Principals

Subject: VERIFICATION OF HIGH SCHOOL GRADUATION
REQUIREMENT COMPLETION FOR STUDENTS
ATTENDING ALTERNATIVE SITES

**Department and/or
Persons Concerned:**

All High School Administrators, High School Head Counselors,
High School Counselors, and High School Registrars

Due Date: Friday prior to spring break (3/27/20)

Reference: Administrative Procedure 4770: Graduation from Senior High
Administrative Procedure 4257: Home and Hospital Instruction

Action Requested: Review and implement procedure for verifying fulfillment of all graduation requirements by students attending alternative school sites who are graduating or receiving a certificate of completion from their home schools

Attachment: Alternative Site Verification of Fulfillment of Graduation Requirements

Explanation:

Students who complete graduation requirements while assigned to alternative school sites that do not issue diplomas (e.g. ALBA, Marcy/New Dawn, Whittier, Home and Hospital Instruction, and Non-Public Schools) may graduate with the class from their school of residence and participate in commencement exercises at that site (even if they have never attended that high school), or at the last high school they attended.

However, in order for the student to graduate, participated in commencement, and receive a diploma or Certificate of Completion **their transcripts must be reviewed and approved by the Office of Leadership & Learning**. These requests will be verified for successful completion of the high school graduation requirements applicable to their educational programs.

These requests must be submitted by Friday, March 27, 2020.

After approval, the Office of Leadership & Learning will send the comprehensive site registrar and alternative site counselor communication of next steps pertaining to graduation details and the final end of year process.

SITE OPERATIONS CIRCULAR NO. 2006

Office of Leadership & Learning

Page 2

To obtain prior approval, sites must complete the following multi-step process, using the “Alternative Site Verification of Fulfillment of Graduation Requirements” form (Attachment 1):

1. When a student with the potential to graduate during the current academic year is enrolled (e.g., a senior), complete Section I and II of Attachment 1. Attach the student’s transcript and the form and send to Operations Specialist Veronica Ortega, Office of Leadership & Learning at secondaryschools@sandi.net.
2. A District Head Counselor will review the transcript and tentatively approve. The Office of Leadership & Learning will notify the alternative school site of next steps within 10 business days.
3. At the end of the school year, the alternative site completes Section IV of Attachment 1 attaching a final transcript, certifying that the student has completed the necessary coursework, and resubmits the completed form to secondaryschools@sandi.net.
4. The Office of Leadership & Learning will notify the home site registrar to issue the diploma and coordinate diploma pick up with the student.

For alternative site early graduates, please reference Site Operations Circular No. 2007: *Early Graduation From High School* and complete the attached “Early Graduation Request” form.

For questions, please contact Operations Specialist Veronica Ortega, Office of Leadership & Learning, vortegal@sandi.net or 619-725-7284.

APPROVED:

Sofia Freire
Chief
Office of Leadership & Learning