

SITE OPERATIONS CIRCULAR NO. 2006
Office of Secondary Schools

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 31, 2017

To: High School Principals

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

Department and/or Office of Secondary Schools

Persons Concerned: All High School Administrators, Head Counselors, School Counselors,
and Registrars

Due Date: By the third week of April

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 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, before these students graduate or participate in graduation ceremonies, **their transcripts must be reviewed and approved by the Office of Secondary Schools (OSS) in order for the student to graduate, walk, and receive a diploma or Certificate of Completion.** 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 the end of the third week of April.

After approval, notification from Office of Secondary Schools (OSS) will be sent to the comprehensive site registrar and alternative site counselor to communicate graduation details.

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 of Attachment 1. Attach the student’s transcript and the form and send to Veronica Ortega, Education Center, Wing C, Office of Secondary Schools or email to vortegal@sandi.net.
2. An OSS Counselor will review the transcript and notify the alternative school site of the specific courses the student needs to complete in order to graduate (Section II, Attachment I) by sending the form back to the alternative site within 10 business days.
3. At the end of the school year, the alternative site completes Section III of Attachment 1 attaching a final transcript, certifying that the student has completed the necessary coursework, and resubmits it to the Office of Secondary Schools.
4. The Office of Secondary Schools 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: *Early Graduation From High School* and complete the attached “Early Graduation Request” form.

For questions contact Veronica Ortega, Operations Specialist at vortegal@sandi.net or 619-725-7284.

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools