



**Responsible:** Department of Student Accounting

## **PURPOSE**

This administrative procedure shall describe and define protocols related to delayed graduation.

## **PROCEDURE**

1. A student shall receive a diploma from his/her home high school if the student completes all of the requirements for graduation (including passing all sections of the High School Proficiency Examination) and is attending that high school full-time at the time of the completion of those requirements.
  - a. Part-time students who were not enrolled at another high school during the semester in which the diploma requirements were met may also receive the diploma from their home high school if the student was not enrolled at another high school during the semester as a primary (full-time) enrollment.
  - b. Part-time students who were/are a primary (full-time) enrollment at another high school during the semester in which the diploma requirements were met must receive the diploma from the primary enrollment high school regardless of enrollment status when the final requirements are met.
  - c. Students who participate in WCSD summer school will receive their diploma from the school where they were enrolled full time for the immediately preceding school year and if the student was not enrolled full time the student will receive the diploma from the school where they were enrolled part time during the school year immediately preceding summer school. This does not apply to schools outside of WCSD. If a student finishes earning credit at a school that can issue a diploma, WCSD cannot issue the diploma.
2. A student who does not complete the credit/course requirements at the time of his/her expected graduation may still receive a diploma from the home high school if the student completes the missing credit(s)/course(s) on or before the Friday before the start of the Balanced Calendar for the next school year. It is recommended that a student who needs more than two credits be enrolled as a Fifth Year student rather than be approved for Delayed Graduation.
  - a. A fifth year graduate will earn a diploma from the high school attended during the fifth year.
  - b. Students who enroll at Rise Academy for HSPE/EOC prep or to earn a credit are no longer eligible for a WCSD Standard, Advanced or Honors Diploma.

- c. Students who earn their last credit or pass their last test while enrolled at another school or district that issues a diploma are not eligible to earn a WCSD diploma.
3. PLEASE NOTE: Students cannot be counted as graduates in the current school year and receive that year's diploma unless they have completed all of the necessary requirements for graduation by the Friday before the first day of the Balanced School Year Calendar of the calendar year in which the student should have graduated. For example, if a student should be a 2014 graduate and does not complete the requirements of graduation by August 8, 2014, the student does not receive a June 2014 diploma. If the student in the example finishes all of the requirements for graduation after August 8, 2014 and before August 7, 2015, that student receives a June 2015 diploma. The first day of the Balanced School Year Calendar is August 11, 2014.
4. If the student does not attend another WCSD school full or part time and is approved as a Delayed Graduate, the student must complete all course requirements through WCSD and through means pre-approved by the high school granting the diploma (e.g., summer school, correspondence, WCSD Online Courses through that zoned school, credit-by-exam). A suggested template contract/letter can be found in the form section of Administrative Procedures. During this 13-month period the student is not enrolled, will not be issued a Student Body Card, and is considered a guest on campus and at any school events. If the student cannot meet the 13-month time limit, the student may apply to Washoe Adult Program for an Adult Diploma, provided the student has met all of the requirements for an Adult Diploma. PLEASE NOTE: Rise Academy, North Star and Innovations are WCSD schools. Students attending these schools or any other WCSD school full time after the Friday before the first day of the school year will receive a diploma from that school. Principals must carry the student as a 5<sup>th</sup> year student if that student is to earn a diploma from their school after the Friday before the first day of school has passed.
5. The student who is not actually enrolled in a WCSD high school or adult program and who does not complete the missing credits by the end of the first week of August of the calendar year in which the student should have graduated is counted as a dropout and is not included in the current graduation report.
6. A student who has earned all of the required credits/courses but has not passed one or more sections of the High School Proficiency Exam may attempt to pass the necessary section(s) of the HSPE through the Friday before the beginning of the next school year.
  - a. After completing appropriate remedial work, the student may take the needed section(s) of the HSPE at a designated location. If the student has

- passed all sections of the HSPE on or before the Friday before the next school year a diploma will be issued by the home high school.
- b. Students who enroll in Rise Academy for remediation and/or further attempts at passing the HSPE AT ANY TIME will earn an adult diploma from Rise Academy.
  - c. Students who enroll in Innovations for remediation and further attempts at passing the HSPE after the Friday before the first day of the next school year will earn their diploma from Innovations.
7. Once the student completes the necessary credit or passes the proficiency exam:
- a. The information will be posted in the previous school year at the home high school if the student completes the requirements by the Friday before the first day of the Balanced School Calendar in the same year as the scheduled year of graduation. PLEASE NOTE: If a student enrolls at Rise Academy at any time, the student becomes ineligible for a WCS D standard, honors, or advanced diploma.
  - b. If the student completes the requirements after the Friday before the first day of the Balanced School Calendar in the same year as the scheduled year of graduation, the student is counted as a drop-out and the date of graduation is the month, day, and year the student completes the requirements. The student graduates and is issued a diploma from the last school in which the student was enrolled. The line of withdrawal from the previous year must be removed.
  - c. It should be noted that even if the student enrolled in Rise Academy for credit or for proficiency remediation, the credit and proficiency results must be posted as previously described. Thus information regarding the student who should have graduated in 2008 and who completes credit and/or passes proficiency in spring of 2009 must be posted in 2009.
8. If the student has not passed all sections of the HSPE by the Friday before the first day of the Balanced School Calendar in the same year as the scheduled year of graduation he/she may attend Rise Academy and will earn an adult diploma. The student must enroll in and complete a proficiency test preparation class prior to each subsequent attempt to pass the HSPE in order to continue efforts to obtain an adult high school diploma from Rise Academy.
9. For information about issuing a diploma and/or transcript for the Delayed Graduate, see Administrative Procedure "Diploma/Transcript Dates."
10. Fifth year seniors are eligible to be included in apportionment.

**DESIRED OUTCOMES**

1. This Administrative Procedure outlines a consistent and equitable graduation process throughout the District for all students.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

**REVISION HISTORY**

Date	Revision	Modification
2/2012	1.0	Adopted as Accepted Practice
1/09/2014	2.0	Revised: converted to Administrative Procedure
12/07/2015	3.0	Revised: last full time enrollment with the exception of WCSD summer school issues the diploma