



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to graduation of fifth year senior students.

PROCEDURE

1. Some students will not fulfill all of the requirements for graduation and will be eligible to return, if accepted, as a "fifth year student." To be accepted as a fifth year senior, the student must be within six credits of graduating upon the first day of enrollment of the fifth year. The student must also have shown improved attendance, credit accrual, and behavior in the fourth year of enrollment. As a fifth year student, the student is considered a regular student and bound by all district and school rules and regulations.
2. Students who have been accepted for fifth year status must be enrolled in the student information system as grade 13 for the upcoming school year. This will ensure that teacher allocations will be based on the upcoming school year's "entire" enrollment.
3. A FIVE-YEAR GRADUATE (5th year senior) is defined as a student who is allowed to return as a full-time student in order to earn a standard or other diploma.
 - a. The returning student must be enrolled in a minimum of four (4) classes on a 6 period schedule or five (5) classes on a 7 period schedule to be counted. If the student is 18 years of age, the discretion of enrollment belongs to the principal.
 - b. A Five-Year Graduate will be ranked with the class with which he/she will actually graduate.
 - c. A Five-Year Graduate will be eligible to earn an Honors or Advanced Diploma.
 - d. A Five-Year Graduate will be eligible to earn scholarships (including the Millennium) with the class with which he/she will actually graduate.
 - e. A Five-Year Graduate will be listed in the graduation program as a graduate regardless of participation in the ceremony.
4. The diploma for a fifth year graduate is issued by the school where the student is enrolled as the primary enrollment (full-time) with the exception of a WCSD summer school.

- a. When the student finishes the requirements for graduation while enrolled in a WCSD summer school, the school where the student had primary enrollment immediately preceding summer school will issue the diploma.
 - b. If the student is enrolled part time and is not enrolled anywhere else full time (as the primary enrollment) during the same semester as the part time enrollment the school where the student is enrolled part time may issue the diploma.
 - c. If a student is enrolled as the primary enrollment at one school and as part time enrollment at another school, the student must receive the diploma from the school of primary enrollment. If the student had a primary enrollment other than the part time enrollment during the semester that the student finished the diploma requirements even if the student was not enrolled in the primary enrollment school at the time the graduation requirements are finished.
 - d. If a student attends another diploma granting institution (Rise Academy, a charter school, a private school, etc.) and earns their last credit or participates in an HSPE/EOC test prep program, even if for summer school, the student is not eligible for a WCSD Standard, Honors, or Advanced Diploma.
5. NOTE: Each school will decide what other class-related privileges will be available to the Five-Year Graduate such as junior/senior prom, etc.
 6. See Administrative Procedure 6210, Delayed Graduation, for information regarding the student who does not graduate in four years, but who does not re-enroll for a fifth year.
 7. See Administrative Procedure 6213, Diploma/Transcript Dates, for information about issuing a diploma and/or transcript for the Five-Year Graduate.
 8. See Administrative Procedure 5511, Ranking/Recognition (7th & 8th Semester), for additional information.

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.

2. This Administrative Procedure aligns with the following WCSD governing documents:
 - a. Administrative Procedure 6210, Delayed Graduation
 - b. Administrative Procedure 6213, Diploma/Transcript Dates
 - c. Administrative Procedure 5511, Ranking/Recognition (7th & 8th Semester)
 - d. Administrative Form 6221, Fifth-Year Senior Application

REVIEW AND REPORTING

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

REVISION HISTORY

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
9/2012	2.0	Revised
1/09/2014	3.0	Revised: converted to Administrative Procedure
12/07/2015	4.0	Revised: clarified that the last school of full time enrollment issues the diploma with the exception of summer school