



**Responsible:** Department of Student Accounting

## **PURPOSE**

This administrative procedure shall describe the protocol for the issuance dates of diplomas in varied circumstances.

## **PROCEDURE**

1. Diplomas are only issued with a June date.
  - a. A student who completes all graduation requirements prior to his/her expected date of graduation will be awarded the diploma in the following June: January 2009 graduate = June 2009 diploma.
  - b. A student who completes all credits/requirements by the Friday before the first day of the Balanced School Calendar in the same year as the expected date of graduation (including passing all sections of the HSPE) will be awarded the previous June's diploma: August 9, 2009 graduate = June 2009 diploma.
  - c. A "Delayed Graduate" who meets the requirements for delayed graduation and who is not in attendance at the school during the "current" school year must receive a diploma for the following June: short credits in June 2009, completes Delayed Graduation contract prior to June 2010 = June 2010 diploma.
  - d. A "Five-Year Graduate" or any student who is in attendance at the high school during the fall semester and who completes all requirements prior to June of that school year will receive a diploma the following June: credits completed January 2010 or June 2010 = June 2010 diploma.
2. Refer to the instructions which accompany the Graduation Report regarding how to identify each category of student on that report.

## **DESIRED OUTCOMES**

1. This Administrative Procedure shall ensure consistency with the issuance date of diplomas.

## **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
06/2009	1.0	Adopted as Accepted Practice
02/2012	2.0	Revised
1/03/2014	3.0	Revised: converted to Administrative Procedure