



Administrative Procedure 5513

NON-GRADUATE STUDENTS SEEKING A DIPLOMA

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure describes how a student may earn a diploma after his/her class has graduated in Washoe County School District ("District").

PROCEDURE

1. Cohort 2016 and earlier: If a student has completed all of his/her high school requirements, including participation in the College and Career Readiness assessment (Cohort 2016), but has failed to pass one or more sections of the High School Proficiency Exam ("HSPE") at the time of his/her high school graduation and wishes to earn a diploma:
 - a. Such student may not participate in the graduation ceremonies.
 - b. Student may take the HSPE at his/her home high school prior to the beginning of the first day of the next balanced calendar.
 - i. If the student passes all portions needed on or before the Friday before the Balanced Calendar begins, student would earn a diploma for the school year ending the Friday before the Balanced Calendar begins; and
 - ii. If the student is enrolled at the home high school and has not been enrolled anywhere that issues a diploma after being enrolled at the home high school; and
 - iii. The home high school would issue the diploma; and
 - iv. The student may participate in the Summer Graduation Ceremony.
 - c. If a student has completed all of his/her high school requirements and does not pass all portions of the HSPE on or before the Friday before the first day of the Balanced Calendar, the student may:
 - i. Through 2018, enroll at Rise Academy, pass the HSPE exam, and earn an adult standard diploma from Rise Academy; or
 - ii. For the 2016-2017 school year only, apply to the principal of the comprehensive high school to be a fifth year senior (See Administrative Procedure 6212, Fifth Year Graduates). All fifth year seniors must be enrolled in a full academic load (either 4 or 5 courses depending on whether the high school has 6 or 7 classes for a full schedule). If the student is 18 years of age, the discretion of

enrollment belongs to the principal. The student must complete remediation prior to each HSPE attempt. After passing all sections of the HSPE, the student may be issued a diploma from the comprehensive high school.

- d. A student must enroll in and complete appropriate remedial study prior to each subsequent attempt to pass the HSPE.
 - i. It is recommended that the student attend Rise Academy test prep class(es). All students enrolling in Rise Academy for HSPE prep will earn an adult standard diploma after passing the needed exams, and meeting all other adult diploma requirements.
 - e. A student who earns his/her last credit or completes remediation and assessment requirements through Rise Academy, a charter school, private school, or any school that issues a diploma is not eligible to earn a District standard, honors, or advanced diploma.
2. Students who return from studying abroad who have finished all of their credit requirements while studying abroad may be issued a diploma from their zoned high school provided:
- a. A letter is received from the school abroad that clearly states that the student did not receive a diploma from the school abroad.
 - b. The student has met all of the requirements for a District diploma outlined in this administrative procedure and specified for the cohort the student was assigned in ninth grade.
 - c. The letter is translated into English prior to being presented to the school.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and complies with the governing documents of the District, to include:
 - a. Administrative Regulation 5127, High School Graduation Requirements
 - b. Administrative Procedure 6212, Fifth Year Graduates
2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:

- i. NAC 389.690, Credit received through adult high school program applicable toward adult standard diploma.
- ii. NRS 389.807, Students required to take the college and career readiness assessment to receive a standard high school diploma (beginning with graduating cohort 2016).

REVIEW AND REPORTING

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

REVISION HISTORY

Date	Revision	Modification
4/2012	1.0	Adopted as Accepted Practice
1/03/2014	2.0	Revised: Converted to Administrative Procedure
12/07/2015	3.0	Revised: Clarified which school issues the diploma after the Friday before the start of the Balanced Calendar in the year the student would have graduated
06/07/2016	4.0	Revised: Clarified student must be enrolled in a high school or district adult program that issues diploma in order to complete remediation and be eligible to take the HSPE; noted requirement to take CCR assessment (NRS 389.807)