

SITE OPERATIONS CIRCULAR NO. 1015
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 4, 2015

To: High School Site Administrators

Subject: PRINCIPAL'S CERTIFICATION OF GRADUATES

Department and/or Persons Concerned: All High School Administrators

(Due Date only if required) Principal's Certification of Graduates must be completed and submitted within two weeks after each graduation event

Reference: District Administrative Procedure 4770 ("Graduation from Senior High School")
District Administrative Procedure 4850 ("California High School Exit Examination [CAHSEE]")

Action Requested: Updated forms for Certification of Graduates

Brief Explanation:

The *Principal's Certification of Graduates* (Attachment 2) must be completed and submitted to the High School Resources Office, Brucker Education Center Room 2005, within two weeks after each graduation event (mid-year, June, or end of summer school). This document is used to certify that students have completed all district requirements to receive the high school diploma. In certain circumstances, a district graduation requirement may be waived. The *Principals Certification of Graduates* lists those students for whom the principal has waived a specific graduation requirement and the rationale for such waiver.

State-mandated coursework as outlined in Education Code §51225.3(a)(1) may not be waived. The CAHSEE graduation requirement as outlined in Education Code §60851(a) may not be waived unless the student is exempted per Section 60852.3 of the California Education Code. Waivers to other requirements adopted by the governing board of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and makes a determination for each case. All such waivers must be documented on the *Principal's Waiver of Graduation Requirements* form (Attachment 1). This information must be filed in the student's permanent records folder at the school site, and the form must be retained at the school site.

Cheryl Hibbeln
Director
High School Resources Office

APPROVED:



Jim Solo
Executive Director, Leadership and Learning

Attachments (2)



San Diego Unified School District

PRINCIPAL'S WAIVER OF GRADUATION REQUIREMENTS

This is to certify that the following student received a waiver from San Diego Unified School District's graduation requirements as defined in Administrative Procedure 4770, and that graduation status data will be correctly entered into the district's data system (within two weeks) of the graduation event (mid-year, June commencement, or end of Summer School).

Student Name	Student ID#	High School
Student Status: <input type="checkbox"/> IEP <input type="checkbox"/> ISP (504) <input type="checkbox"/> EL <input type="checkbox"/> Military Dependent <input type="checkbox"/> Foster Youth <input type="checkbox"/> International Student		

The specific graduation requirement(s) below have been waived or met through alternative means:

Specific Graduation Requirement	Rationale	Waived*	Alternative Means

** State-mandated coursework as outlined in Education Code section 51225.3 item (a)(1) and the CAHSEE graduation requirement as outlined in Education Code section 60851 item (a) may not be waived. Waivers to requirements adopted by the governing board (Board of Education) of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and will make the determination in each case. The student has been notified that waiving the graduation requirements listed on this document could affect his/her UC/CSU admissions eligibility.*

Student Name (Please Print)	Signature	Date
Parent/Guardian Name (Please Print)	Signature	Date
Principal's Name (Please Print)	Signature	Date
Area Superintendent's Name (Please Print)	Signature	Date

Original signed document to be retained in student's cumulative and transcript records folders at the school site.

Graduation Requirements		
State Requirements (Ed Code section 51225.3 - Cannot be waived)	SDUSD Requirements through Class of 2015	SDUSD Requirements Class of 2016 and Beyond
3 courses in Social Studies, including: 1 year of US History and geography; 1 year of world history, culture, and geography; 1 semester of American government and civics; and 1 semester of economics	a. 6 credits (3 years) History/Social Science	a. 6 credits (3 years) History/Social Science (UC-approved 'a' course)
3 courses in English	b. 8 credits (4 years) English	b. 8 credits (4 years) English (UC-approved 'b' course)
2 courses in Math, including 1 year of Algebra I	c. 6 credits (3 years) Mathematics	c. 6 credits (3 years) Mathematics (UC-approved 'c' course)
2 courses in Science, including biological and physical sciences	d. 6 credits (3 years) Science	d. 6 credits (3 years) Science (UC-approved 'd' course) or 4 credits (2 years) Science (UC approved 'd') course and 2 additional credits of UC-approved science coursework in either the 'd' (laboratory science) or 'g' (elective) subject areas
1 course in visual and performing arts, Languages Other Than English, or career technical education*	e. 2 credits (1 year) Languages Other Than English <i>and</i> 1 credit (1 semester) Practical or Visual/Performing Arts, OR	e. 4 credits (2 years) Languages Other Than English (UC-approved 'e' course)
	f. 2 credits (2 semesters) Visual/Performing Arts <i>and</i> 1 credit (1 semester) Practical Arts <i>(3 credits total e. and f. combined)</i>	f. 2 credits (1 year) UC-approved 'f' course
	g. None	g. None
2 courses in Physical Education	4 credits (2 years) Physical Education	4 credits (2 years) Physical Education
	11 credits (5.5 years) Electives	8 credits (4 years) Electives
Total Courses: 26	Total Credits: 44	Total Credits: 44

*CA Education Code Section 51225.3 provides that a district may choose to adopt a career technical education course as an optional high school graduation requirement (sunsets on or before January 1, 2018 unless legislative action takes place).

