

**SITE OPERATIONS CIRCULAR NO. 2023**

Office of Leadership & Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 13, 2019

**To:** Senior High School Principals, and Vice Principals, Counselors, High School Registrars, Site Techs

**Subject:** 2019-20 PROCESS FOR SENIOR GRADING, TRANSCRIPT DISTRIBUTION, GRAD DOC COMPLETION, AND DISTRICT EXIT VERIFICATION

**Department and/or Persons Concerned:** Senior High School Principals, Vice Principals, Counselors, High School Registrars, Site Techs, and Area Superintendents

**Reference:** Administrative Procedure 4770  
Site Operations Circular No. 2030: *Monitoring District Leavers*

**Due Date:** Follow all timelines as specified in this circular

**Brief Explanation:**

This circular provides a clear and consistent timeline and process for senior grading, transcript distribution, Grad Doc completion, and district exit verification for the 2019-20 school year in order to meet internal and external state reporting deadlines (i.e. CA Dashboard) and in consideration of staff work year calendars.

**General Overview**

In the interest of ensuring system-wide equity for all SDUSD students, it is important for all sites to have a clear and consistent process to follow when preparing for senior final days, transcript distribution, Grad Doc completion, and district exit verification of graduates, non-graduates or continuing students, and grade 12 students who leave prior to June 9. Please use the following protocol to ensure all timelines are met in consideration of 10-month personnel work schedules.

**Site Responsibilities/Timeline:**

<b>DATE</b>	<b>ACTIVITY</b>
April 6-10	<ul style="list-style-type: none"><li>• Confirm Grad Doc is current, to include all currently enrolled seniors/12<sup>th</sup> graders</li><li>• All seniors will remain coded as “Pending” UNLESS counselor and registrar have verified and confirmed student has ALREADY COMPLETED all graduation requirements as of the end of S1 or Q3 (i.e. early grads).</li><li>• Order a “Diploma w/Academic Distinction” under “<b>Graduation Document</b>” for students who qualify</li><li>• Order a “Diploma w/Academic Distinction” under “<b>Alternative Document</b>” for seniors pending method 2 Academic Distinction</li><li>• Distribute Diploma Cards to all seniors to use for updating names in Grad Doc (<i>if not already completed</i>)</li></ul>

DATE	ACTIVITY
April 13- May 29	<ul style="list-style-type: none"> <li>• Office Leadership &amp; Learning to schedule individual counselor/registrar meetings to align initial Grad Doc draft with site verification lists(<i>see page 3 for Grad Doc Guide for appropriate coding</i>)</li> </ul>
May 4-18	<ul style="list-style-type: none"> <li>• Distribute Senior Fail List to senior teachers</li> </ul>
May 20-22	<ul style="list-style-type: none"> <li>• Site to schedule Appeal Committee Hearings (behavioral) (<i>if not completed</i>)</li> </ul>
May 27	<ul style="list-style-type: none"> <li>• 10-Day Grade Reporting Class Enrollment Cut-off Countdown</li> <li>• DUE: Teachers submit Senior Fail List to Administrator/Counselors</li> </ul>
May 29	<ul style="list-style-type: none"> <li>• Site to send out Failing Senior Parent Notifications</li> <li>• Update Grad Doc to reflect confirmed codes (<i>see page 3 for Grad Doc Guide for appropriate coding</i>)</li> </ul>
June 1-3	<ul style="list-style-type: none"> <li>• Senior Finals (highly recommended)</li> </ul>
June 4	<ul style="list-style-type: none"> <li>• AM: Senior teachers submit final grades in Gradebook (highly recommended)</li> <li>• PM: Open Lab for Site Techs to Store Senior Grades a (IMC Labs, 12:30-3:00 p.m.)</li> </ul>
June 4	<ul style="list-style-type: none"> <li>• Seniors must have completed any iHigh courses needed to graduate and participate in commencement</li> <li>• iHigh senior grades will be ready to store after 12 PM on this day</li> <li>• Sites to store grades for all grade 12 students separately</li> </ul>
June 5-8	<ul style="list-style-type: none"> <li>• Registrars work with counselors to provide administration the final list of students not eligible to participate in the June 2020 commencement ceremony.</li> <li>• Run grade suppression reports and review grade replacement needs</li> <li>• First day Registrar can print senior transcripts – review for accuracy:               <ul style="list-style-type: none"> <li>○ Confirm college grades have been uploaded</li> <li>○ 44+ credits</li> <li>○ Met SDUSD a-g graduation requirements</li> <li>○ 2.00 (9-12 WGPA)</li> </ul> </li> <li>• Create draft of Principal’s Certification of Graduates, include any waivers required (i.e. AB 167)</li> </ul>
June 5-9	<ul style="list-style-type: none"> <li>• Last 3 Days for Seniors (senior activities)</li> </ul>
June 9	<ul style="list-style-type: none"> <li>• Run PowerSchool FINAL Senior Fail List (confirm F’s issued against 5/29 Senior Fail List)</li> </ul>
June 9	<ul style="list-style-type: none"> <li>• Last day of Semester 2 and Quarter 4</li> <li>• Grad Doc must reflect all Class of 2020 enrolled at your site through <b>June 9, 2020</b></li> <li>• Graduation Date/Diploma Type on transcript area should be blank on students coded Non-grads or Pending</li> <li>• Students should be verified to ensure there is <b>only one document type</b> in Grad Doc</li> <li>• Registrar to run Final Ranking report, if college grades are processed</li> </ul>

DATE	ACTIVITY
June 10	<ul style="list-style-type: none"> <li>Teachers &amp; Counselors Last Day</li> <li>Update Grad Doc to reflect accurate graduates, certificate of completions, pending (for possible summer grads) and non-grads (<i>see page 3 for Grad Doc Guide for appropriate coding</i>)</li> <li>Verify District Exit page and appropriate codes for seniors who haven't completed all requirements by 6/12/20 and ensure official documentation is filed in student cum</li> <li>Verify summer enrollment of seniors and returning 5<sup>th</sup> year seniors</li> <li>Submit Common App Final Reports in order to send senior transcripts electronically</li> <li>Begin sending final transcripts to colleges once verified for accuracy</li> </ul>
June 10-12	<ul style="list-style-type: none"> <li>Schools to attend open lab to store underclassmen (grade level 9th-11th) academic/citizenship grades and print report cards</li> </ul>
June 11	<ul style="list-style-type: none"> <li>Last day for 10-month Registrars/Site Techs</li> <li>Submission of final transcripts to colleges/universities</li> <li>Finalize the Grad Doc to reflect only the following statuses for students completing in June 2020:                             <ul style="list-style-type: none"> <li>SDUSD Graduate</li> <li>SDUSD Certificate Completer</li> <li>Non-grad</li> <li>Pending</li> </ul> </li> </ul> <p><i>See page 3 for Grad Doc Guide for appropriate coding.</i></p>
June 15	<ul style="list-style-type: none"> <li>Summer School (SS) Begins. SS staff needs to ensure all students are enrolled in the correct classes.</li> <li>Any student taking Edgenuity courses in SS must be enrolled into iHigh as their primary summer school.</li> </ul>
June 15-19	<ul style="list-style-type: none"> <li>Confirm (Class of 2020) seniors attending summer school are enrolled in courses needed and marked on site Grad Doc Code: Pending</li> </ul>
June 23	<ul style="list-style-type: none"> <li><i>Principal's Certification of Graduates</i> DUE (send via email to <b>secondaryschools@sandi.net</b>)</li> <li>Include FINAL Grad Doc list of ALL Class of 2020 students and any written waiver(s)</li> </ul>
July 1	<ul style="list-style-type: none"> <li>Final Transcripts DUE to many CSU and UC Schools</li> </ul>
July 8 (approx)	<ul style="list-style-type: none"> <li>Last day for Traditional 11-Month Classified Staff</li> </ul>
July 24	<ul style="list-style-type: none"> <li>End of Summer School</li> <li>All summer school grades must be finalized and stored, and report cards processed by NOON</li> <li>IT to copy summer grades to Production in PowerSchool and run grade suppression</li> </ul>
July 27- August 7	<ul style="list-style-type: none"> <li>Office of Leadership &amp; Learning to support with senior graduation verifications of summer school graduates and work with registrars to update Grad Doc and exit codes</li> </ul>
August 7	<ul style="list-style-type: none"> <li>Class of 2020 students not confirmed as graduates or completers by August 3, 2020 will be reported as "Dropouts" for CALPADS reporting purposes (unless they are enrolled in 2020/21 SY)</li> </ul>
August 12 (ap	<ul style="list-style-type: none"> <li>Classified Staff Return for 2020/21 SY</li> </ul>
August 28	<ul style="list-style-type: none"> <li>SDUSD FINAL certification of class of 2020 graduates and exits in CALPADS.</li> </ul>

**Grad Doc Guide for reporting Class of 2020 graduates:**

Grad Doc Status	Document Type	State Reporting Impact	NOTES
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<p>SDUSD Graduate</p>	<p>1) SDUSD UC a-g Diploma  2) SDUSD UC a-g Diploma with Academic Distinction  3) Modified diploma: AB 167/216, AB 1806, AB 2306, AB 365, AB 2121  * Require waiver on file. Waiver needs to be included on <i>Principal's Certification of Graduates.</i>  4) MIC (Military Interstate Compact) issued by SDUSD  * Require waiver on file. Waiver needs to be included on <i>Principal's Certification of Graduates.</i></p>	<p>Data transferred from Grad Doc for reporting of graduates    <b>Exit Code: 100</b>  <i>Document Type</i> 1, 2, 3, 4  Central office will assign Exit Code 100 to all students with Grad status, "SDUSD Graduate" and Diploma Types: 1, 2, 3, or 4</p>	<p>Use this Grad Doc code to report students under the following Document Types:    <b>Document 1 or Document 2 (SDUSD UC A-G Diploma)</b>  Students who have met all graduation requirements, by June 2019    <b>Document Type 3 or 4:</b> Require waiver on file. Waiver needs to be included on <i>Principal's Certification of Graduates.</i>    <b>Participation in Senior Activities:</b>  Only students who earn a diploma or certificate of completion by June 2020 may participate in commencement and senior activities in June 2020 (<i>reference Site Operations Circular # 2005</i>).</p>
<p>SDUSD Certificate Completer</p>	<p>Certificate of Completion</p>	<p>Data transferred from Grad Doc for reporting SPED completers receiving a certificate of completion    <b>Exit Code: 120</b>  Central office will assign Exit Code 120 to all students with Grad status, "SDUSD Graduate" and document type, "Certificate of Completion"</p>	<p><b>Document Type 3: Certificate of Completion (Completer)</b>  Students who have earned a certificate of completion by June 2020    <b>Important COC Note:</b> Certificate of Completion documents type will only be recorded in Grad Doc with documentation of parent consent as identified in the IEPs: "Parent Signature Page", indicating the student is not in a course of study working toward high school diploma (i.e. non-diploma bound).    Student should only be awarded a COC when they are ready to leave the district.</p>

<b>Grad Doc Status</b>	<b>Document Type</b>	<b>State Reporting Impact</b>	<b>NOTES</b>
Non-Graduate	No Document Type	This Grad Doc code has no impact to state reporting, only SDUSD Exit Page codes are used to report drop outs/ non-grads.	Use this Grad Doc status to report students who have been confirmed as <b>not</b> meeting all graduation requirements by June 2020, student <b>not</b> returning for summer school or who is returning as a 5 <sup>th</sup> year student in the 2020-2021 school year.
Pending  (Change to Grad or Non-grad after summer school)	May be any document that's valid for grad status of Graduate or Certificate Completer	May impact state reporting negatively if SDUSD Exit Page and appropriate codes are not updated accurately in PowerSchool after summer school.	Use this Grad Doc status to report students attending summer school to complete graduation requirements by July 24, 2020.

*Consideration should be given to asking 10-month registrars to work past their last day to complete the tasks needed to accurately accomplish the above responsibilities that are key to final district state reporting. The OTBS contract must be followed in terms of payment for time worked or for compensatory time recorded.*

The district office will centrally change all Class of 2020 exit codes to graduate or certificate of completion, as reported on Grad Doc in June 2020. After summer school, the remaining class of 2020 students will be verified in PowerSchool to determine if they met all graduation requirements or if they are pre-enrolled in PowerSchool for the upcoming 2020/21 school year.

Sites will be responsible for verifying exit codes of all outstanding Class of 2020 students via the District Exit page by the **8/7/20** due date. Students not verified by the site will be reported as “Dropouts” for CALPADS reporting purposes.

**Federal Guidelines of Official Student Exit Documentation is explained in full detail in Site Operations Circular No. 2030: Monitoring District Leavers**

Per state and federal guidelines, **official written documentation** must be kept on file for students who leave the district before graduating and (1) enroll in a California private school or (2) enroll in an out-of-state school. Information provided by a parent or friend of the family whether in-person, by telephone, or email is NO longer considered sufficient documentation for these two types of transfers.

Examples of official written documentation include:

- A records request from the receiving school (mailed, faxed, or emailed).

Written communication from an official at the receiving school acknowledging the student’s enrollment (mailed, faxed, or emailed).

- A copy of the student’s school schedule or report card on the receiving school’s letterhead.

Please note that if a student moved out of the country, information provided by a parent or friend of the family, and noted as such on the District Exit page, continues to be sufficient documentation.

**The deadline for documenting Class of 2020 “district leavers” on your list is August 7, 2020; for the Class of 2021 or later, the deadline is October 23, 2020.** After these deadlines, the exit codes for students without the required documentation will be changed to E140 (Dropout – truant) or E400 (Dropout – unknown reason).

If you have any questions regarding the district leavers process, please contact Mara Bernd ([mbernd@sandi.net](mailto:mbernd@sandi.net), 619.725.7164). Thank you for your efforts with this important task.

For additional information, contact Operations Specialist Veronica Ortega at (619)725-7284 or [vortegal@sandi.net](mailto:vortegal@sandi.net).

APPROVED:

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