

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 15, 2017

To: Senior High School Principals and Vice Principals; Area Superintendents

Subject: 2016-2017 RECOMMENDED PROCESS FOR SENIOR GRADING & TRANSCRIPT DISTRIBUTION

Department and/or

Persons Concerned: Senior High School Principals, Vice Principals, Counselors, and Area Superintendents

Reference: Administrative Procedure 4770

Brief Explanation:

This circular provides a recommended clear and consistent process for senior grading and transcript distribution for 2016-2017 school year.

General Overview

In the interest of ensuring system-wide equity for all SDUSD students, it is important for sites to have a clear and consistent process to follow when preparing for senior final days and transcript distribution. In order to be fair and ensure internal and external timelines are met, the following is protocol for a best practice method that includes a timeline that can be implemented this upcoming school year. This practice has been developed to help ensure a smooth end of year process for seniors and staff, taking into consideration 10-month personnel.

Site Responsibilities/Timeline:

DATE	ACTIVITY
April 24, 2017	<ul style="list-style-type: none"> • Confirm Grad Doc is current and cross reference with Graduation Verification List • Submit Graduation Verification List to OSS • Distribute Diploma Cards to all seniors to use for updating names in Grad Doc • Code 16: All seniors subject/credit deficient • “A” document ordered: All seniors qualified for Diploma w/Academic Distinction • “A & D” document ordered: Seniors pending Option 2 Academic Distinction
May 23, 2017	<ul style="list-style-type: none"> • Senior Fail List Distributed to senior teachers
May 24 - 25, 2017	<ul style="list-style-type: none"> • Appeal Committee Hearings
June 1, 2017	<ul style="list-style-type: none"> • 10-Day Grading Countdown • Senior Fail List DUE • Distribute Senior Fail List to counselors so that students/parents can be notified
June 2 - 6, 2017	<ul style="list-style-type: none"> • Counselors send out Failing Senior Parent Notifications
June 7 - 9, 2017	<ul style="list-style-type: none"> • Senior Finals

June 9, 2017	<ul style="list-style-type: none"> Seniors must have completed any iHigh courses needed to graduate to participate in commencement Process grades for Class of 2017 and below (i.e. Class of 2016, 2015, etc.) separately Provide Counselors/Administration final list of students not eligible to participate in Graduation ceremony
June 12, 2017	<ul style="list-style-type: none"> Run PowerSchool Senior F List (confirm F's issued against 6/1 report)
June 12 – 14, 2017	<ul style="list-style-type: none"> Last 3 Days for Seniors
June 14, 2017	<ul style="list-style-type: none"> Last day of second semester First day Registrar can print senior transcripts – review for accuracy: <ul style="list-style-type: none"> 44+ credits Met SDUSD a-g graduation requirements (or written waivers on file) 2.00 (9-12 WGPA) Graduation Date/Diploma Type on transcript. Area should be blank on students coded 15 or 16 or who have 2 document codes Registrar to run Final Ranking report
June 15, 2017	<ul style="list-style-type: none"> Teacher's & Counselor's Last Day Submit Common App Final Reports in order to send Transcripts electronically Begin Sending Final Transcripts to colleges once verified for accuracy
June 16, 2017	<ul style="list-style-type: none"> IT to store grades and run suppression & block course split
June 19, 2017	<ul style="list-style-type: none"> Last day for 10-month Registrars/Site Techs Submission of ALL transcripts to colleges/universities Finalize the Grad Doc to reflect Graduates and Non-Graduates Site to verify exit reasons/codes in PowerSchool to align with Grad Doc and Graduation Verification List
June 28, 2017	<ul style="list-style-type: none"> Principal's Certification of Graduates DUE Include FINAL Graduation Verification List to OSS
July 1, 2017	<ul style="list-style-type: none"> Final Transcripts DUE to many CSU and UC Schools

For additional information, contact Veronica Ortega, Operations Specialist at 619-725-7284 or vortegal@sandi.net.

APPROVED:



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