Alternative Site Verification of Fulfillment of Graduation Requirements

Alternative Site must complete sections I and II, and submit to vortega1@sandi.net,
Office of Leadership & Learning, by March 27, 2020

SECTION I (Completed by alternative site)
Site: __________________________________ Current School Year: __________________________________
Student Name: __________________________________ Student ID: __________________________ Class of: _______
Student’s HOME School: __________________________________ Expected Graduation Date (circle one): JUNE 2020 or JULY 2020
Name (Administrator/Counselor): __________________________________ Signature: ____________________________
Request for a Diploma: Yes □ No □ __________________ Request for a Certificate of Completion: Yes □ No □
Does student plan to participate in commencement? YES ○ NO ○

SECTION II (Completed by alternative site)
Credits earned: Completed (✓), or In Progress (IP)
6 Credits: World History 1,2 ____ US History 1,2 ____ Govt. ____ Econ ____
8 Credits: English 1,2 ____ English 3,4 ____ AmLit 1 ____ AmLit 2 ____ Sr. English 1 ____ Sr. English 2 ____ - Course taken:______________
6 Credits: Biology 1,2 ____ Chemistry 1,2 ____ Physics 1,2 ____ Earth Science 1,2 ____ Other Science: ________________________________
4 Credits: Language Other Than English ____ Language taken: _________________________ LOTE Certification: ______________
2 Credits: Visual and Performing Arts ____ 4 Credits: Physical Education ____ FitnessGram® completed ______________
GPA: ___________________________ Total Number of Credits Earned to Date: _____________________________

Courses that student must complete in order to graduate:
______________________________________________________________________________________________
______________________________________________________________________________________________

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SECTION III (Completed by District Head Counselor. Once completed, this form will be returned to Alternative Site and Home Site with next steps to finalize process.)
District Counselor (print): __________________________ Signature: __________________________ Date: _________________
The transcript of the student named above has been reviewed by District Head Counselor. The student is:
__________________ Eligible to Graduate (if all courses required are completed)
__________________ NOT Eligible to Graduate, reason: __________________________
Approved: Dr. Sofia Freire, Chief, Office of Leadership & Learning: __________________________ Date: __________

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SECTION IV (Completed by alternative site AFTER student has met all SDUSD graduation requirements. Submit this completed form and a final student transcript, to Veronica Ortega at secondarieschools@sandi.net)
The student named above has completed the required coursework in order to graduate from his/her home school site.
Student’s Home School: __________________________________ Completed all graduation requirements: Yes □ No □
Name (Alternative Site Administrator): __________________________ Signature: ____________________________

NOTE: Once final documents are received and confirmed, home site registrar will be notified to release diploma to student.