San Diego Unified School District

PRINCIPAL'S CERTIFICATION OF GRADUATES

School Name:

As principal of _____ High School, I certify that all students who received diplomas or certificates of completion, except those listed below, have completed all San Diego Unified School District graduation requirements as defined in Administrative Procedure 4770 and that graduation status data were promptly and correctly entered into the district's data system (within two weeks) of the graduation event specified below:

- ☐ Mid-Year Date: _____
- ☐ June Date: _____
- ☐ Summer Commencement Date: _____

WAIVERS/ALTERNATIVE MEANS TO DISTRICT HIGH SCHOOL GRADUATION REQUIREMENTS

The following students enrolled at _____ High School, were granted waivers or satisfied requirements through alternative means for the specific graduation requirement(s) listed below and individualized documentation has been placed in the student's cumulative records folder at the school site.

Student Full Name (Last, First)	Student ID	Specific Graduation Requirement	Rationale (Explanation)	Alternative Means

***The *Principal's Certification of Graduates* form must be completed and submitted promptly (within two weeks) of each graduation event (mid-year, June, or end of Summer School). State-mandated coursework as outlined in Education Code section 51225.3 item (a)(1) may not be waived. Waivers to 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 will make the determination in each case.**

You must submit the following two attachments with your sites Principal Certification of Graduates Form:

Attachment 1: Grad Doc System- Print out of Graduates/Certificate of Completion Students _____ **(Principal Initial)**

Attachment 2: Grad Doc System-Print out of Non-Grads _____ **(Principal Initial)**

Principal's Name (Please Print)	**Signature**	**Date**
Area Superintendent's Name (Please Print)	**Signature**	**Date**

Retain the *original* signed document at the school site and
Submit a *copy* of this signed document after each graduation event to:
Office of Secondary Schools, Ed Center, Wing C