SITE OPERATIONS CIRCULAR NO. 1040
Office of Counseling & Guidance

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:

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

Subject: 2022-23 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

Due Date: Follow all timelines as specified in this circular

Reference: Administrative Regulation 6146.1
Site Operations Circular No. 1043: *Monitoring District Leavers*

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 2022-23 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 14. Please use the following protocol to ensure all timelines are met in consideration of 10-month personnel work schedules.

Site Responsibilities/Timeline:

DATE	ACTIVITY
February 24-April 14	● Confirm Grad Doc is current, to include all currently enrolled seniors/12th graders ● 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 Q1, Q2/S1 or Q3 (i.e. early grads). ● Order a "Diploma w/Academic Distinction" under "**Graduation Document**" for students who qualify as of Q2/S1 ● Order a "Diploma w/Academic Distinction" under "**Alternative Document"** for seniors pending method 2 Academic Distinction ● Update **"Graduate" Status** and **"Graduation Document"** for any Early Grads ● Distribute Diploma Cards to all seniors to use for updating names in Grad Doc

DATE	ACTIVITY
April 3-June 2	● Office Counseling & Guidance to schedule individual counselor/registrar meetings to align initial Grad Doc draft with site verification lists*(see page 3 for Grad Doc Guide for appropriate coding)*
May 22	● Distribute Senior Fail List to senior teachers
By May 31	● Site to schedule Appeal Committee Hearings (behavioral) *(if not completed)*
June 1	● 10-Day Grade Reporting Class Enrollment Cut-off Countdown (semester courses) ● DUE: Teachers submit Senior Fail List to Administrator/Counselors
June 5-8	● Senior Finals (highly recommended)
June 8	● 5-Day Grade Reporting Class Enrollment Cut-off Countdown (quarter courses) ● DUE: Teachers submit Senior Fail List to Administrator/Counselors ● Seniors must have completed any iHigh courses needed to graduate and participate in commencement
June 9	● AM: Senior teachers submit final grades in Gradebook (highly recommended) ● iHigh senior grades will be ready to store after 12 PM on this day ● PM: Open Lab for Site Techs to Store Senior Grades (12:30-3:00 p.m.) ● Sites to store grades for all grade 12 students separately
June 9	● Run PowerSchool FINAL Senior Fail List (confirm F's issued against 5/22 Senior Fail List) ● Site to send out Failing Senior Parent Notifications ● Update Grad Doc to reflect confirmed codes *(see page 3 for Grad Doc Guide for appropriate coding)*
June 12-14	● Registrars work with counselors to provide administration the final list of students not eligible to participate in the June 2023 commencement ceremony. ● Run grade suppression reports and review grade replacement needs ● Counselors/Registrar should print senior transcripts – review for accuracy: o Confirm college grades have been uploaded o 44+ credits o Met SDUSD a-g graduation requirements o 2.00 (9-12 WGPA) o Review pending college grades (due by June 30th) ● Create draft of *Principal's Certification of Graduates*, include any waivers required (i.e. AB modified diplomas)
June 12-14	● Last 3 Days for Seniors (senior activities)
June 14	● Last day of Semester 2/Quarter 4 ● Grad Doc must reflect all Class of 2023 enrolled at your site through **June 14, 2023** ● Graduation Date/Diploma Type on transcript area will be blank on students coded Non-grads or Pending ● Verify seniors to ensure there is **only one document type** in Grad Doc ● Registrar to run Final Ranking report, once college grades are processed

DATE	ACTIVITY
June 15	• Teachers & Counselors Last Day • Update Grad Doc to reflect accurate graduates, certificate of completions, pending (for possible summer grads) and non-grads *(see page 3 for Grad Doc Guide for appropriate coding)* • Verify District Exit page and appropriate codes for seniors who haven't completed all requirements by 6/30/23 and ensure official documentation is filed in student cum • Verify summer enrollment of seniors and returning 5th year seniors • Submit Common App Final Reports in order to send senior transcripts electronically • Begin sending final transcripts to colleges once verified for accuracy
June 15-17	• Schools to attend open lab to store underclassmen (grade level 9th-11th) academic/citizenship grades and print report cards
June 19	• Last day for 10-month Registrars/Site Techs • Submission of final transcripts to colleges/universities • Finalize the Grad Doc to reflect only the following statuses for students completing in June 2023: ○ SDUSD Graduate ○ SDUSD Certificate Completer ○ Non-grad ○ Pending *See page 3 for Grad Doc Guide for appropriate coding.*
June 20	• Summer School (SS) Begins. SS staff needs to ensure all students are enrolled in the correct classes. • Any student taking Edgenuity courses in SS must be enrolled into iHigh as their primary summer school.
June 21-30	• Confirm (Class of 2023) seniors attending summer school are enrolled in courses needed and marked PENDING in Grad Doc
June 28	• *Principal's Certification of Graduates* DUE (send via email to **secondaryschools@sandi.net)** • *College grades due to be uploaded onto student transcripts by this date* • **Grad Doc closed to sites June 30th**
July 1	• Final Transcripts DUE to many CSU and UC Schools
July 12 (approx.)	• Last day for Traditional 11-Month Classified Staff
July 21	• End of Summer School • All summer school grades must be finalized and stored, and report cards processed by NOON • IT to copy summer grades to Production in PowerSchool and run grade suppression
August 1-10	• Counseling & Guidance to support with senior graduation verifications of summer school graduates and work with registrars to update Grad Doc and exit codes

August 11	• Class of 2023 students not confirmed as graduates or completers by August 11, 2023 will be reported as "Dropouts" for CALPADS reporting purposes (unless they are enrolled in 2023/24 SY)
August 7 (approx.)	• Classified Staff Return for 2023/24 SY
August 25	• SDUSD FINAL certification of class of 2023 graduates and exits in CALPADS.

Grad Doc Guide for reporting Class of 2023 graduates:

Grad Doc Status	**Document Type**	**State Reporting Impact**	**NOTES**
SDUSD Graduate	**1)** SDUSD UC a-g Diploma **2)** SDUSD UC a-g Diploma with Academic Distinction	Data transferred from Grad Doc for reporting of graduates **<u>Exit Code: 100</u>** *Document Type* 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	Use this Grad Doc code to report students under the following Document Types: **Document 1 or Document 2 (SDUSD UC A-G Diploma)** Students who have met all graduation requirements, by June 2023 **Document Type 3 or 4:** Require waiver on file. Waiver needs to be included on *Principal's Certification of Graduates*. **Participation in Senior Activities:** Only students who earn a diploma or certificate of completion by June 2021 may participate in commencement and senior activities in June 2023 *(reference Site Operations Circular # 1031).*
	3) Modified diploma: AB 167/216, AB 1806, AB 2306, AB 365, AB 2121 **4)** AB 104 * Require waiver on file. Waiver needs to be included on *Principal's Certification of Graduates*.		
	4) MIC (Military Interstate Compact) issued by SDUSD * Require waiver on file. Waiver needs to be included on *Principal's Certification of Graduates*.		
SDUSD Certificate Completer	Certificate of Completion	Data transferred from Grad Doc for reporting SPED completers receiving a certificate of completion **<u>Exit Code: 120</u>**	**Document Type 3: Certificate of Completion (Completer)** Students who have earned a certificate of completion by June 2023 **Important COC Note:** Certificate of Completion documents type will only be recorded in Grad Doc with documentation of parent consent as identified in the IEPs:

		Central office will assign Exit Code 120 to all students with Grad status, "SDUSD Graduate" and document type, "Certificate of Completion"	"Parent Signature Page", indicating the student is not in a course of study working toward UC a-g high school diploma (i.e. non-diploma bound). Student should only be awarded a COC when they are ready to leave the district.

Grad Doc Status	**Document Type**	**State Reporting Impact**	**NOTES**
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 **not** meeting all graduation requirements by June 30th, student **not** returning for summer school or who is returning as a 5th year student in the 2023-2024 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 21, 2023.

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 2023 exit codes to graduate or certificate of completion, as reported on Grad Doc in June 2023. After summer school, the remaining class of 2023 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 2023/24 school year.

Sites will be responsible for verifying exit codes of all outstanding Class of 2022 students via the District Exit page by the **8/11/23** 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. 1043: 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 2023 "district leavers" on your list is August 11, 2023; for the Class of 2024 or later, the deadline is October 20, 2023. 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). Thank you for your efforts with this important task.

For additional information, contact Operations Specialist Veronica Ortega at vortega1@sandi.net.

APPROVED:



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