

ADMINISTRATIVE REGULATION
Placentia-Yorba Linda Unified School District

Students

5128.1-AR

REQUIREMENTS FOR GRADUATION FROM HIGH SCHOOL

A. Purpose and Scope

To provide procedures to be utilized by high school principals and staffs in administering the policy relating to requirements for graduation from high school.

B. General

1. Suggestions and questions regarding this procedure should be directed to the high school principal or Assistant Superintendent - Educational Services.
2. The principal is the designated authority to verify that students have met the requirements for graduation from high school, as established in policy, and to issue a diploma of graduation to those students who have met the requirements.

C. Forms Used and Additional References

1. High school transcripts
2. Diplomas of graduate
3. Certificate of Achievement
4. Certificate of Completion
5. Applied Studies Diploma

D. Procedure

1. All students must complete the requirements for graduation by the end of the summer session following the year of their scheduled graduation in order to receive a diploma from the specific high school of attendance.
2. Students with disabilities who complete the requirements for the Certificate of Achievement, or the Certificate of Completion or the Applied Studies Diploma shall be allowed to participate in all activities and ceremonies related to graduation.
3. No student may participate in the graduation (commencement) exercises who has not completed all graduation requirements by the date of the ceremony.
4. The maximum number of credits a student in Grades 9-11 may earn in a summer session is fifteen (15) of which a maximum of ten (10) may be earned in the regular summer school. The additional five (5) may be earned by completing coursework with an outside agency, e.g., ROP, Adult Education. The maximum number of credits a non-graduating senior may earn in a summer session is fifteen (15) of which a maximum of ten (10) may be earned through an adult

education concurrent high school diploma program. An additional five (5) credits may be earned by completing course work with an outside agency, e.g., ROP. Students with disabilities may earn additional credits pursuant to their Individualized Education Program (IEP).

5. A student who has satisfactorily completed the AVID course of study in Grades 9 and 10 will meet the district graduation requirement for Academic Studies and Career Planning. Additionally, students who are enrolled in the Val Tech Academy Program, International Baccalaureate Diploma Programme, and Cambridge Advanced International Certificate of Education Diploma program are exempted from the Academic Studies and Career Planning graduation requirement.
6. Credits outside of the regular district program:
 - a. Credits earned in other California public schools prior to enrollment in this district shall be accepted and applied toward pertinent requirements set forth in policy and law.
 - b. Credits earned in out-of-state public schools and in accredited private schools prior to enrollment shall be accepted and applied toward pertinent requirements set forth in policy and law in accordance with the best judgment of the principal.
 - c. Final adjudication of all questions relating to transfer credits rests with the principal.
 - d. Credits earned in other than the district program after enrollment in a district high school must be approved in advance by the principal or designee.
 - (1) Classes taken under the jurisdiction of other educational agencies are not used in establishing minutes required to constitute the minimum day.
 - (2) With approval of the principal or designee, ninth- and tenth-grade students may enroll in other educational agencies if authorized by law and approved by the other educational agency. No more than five (5) credits will be allowed in any semester.
 - (3) Eleventh- and twelfth-grade students may not earn more than ten (10) credits from an outside educational agency during a semester exclusive of units earned in ROP Link classes.
 - e. Students with disabilities placed by the district in residential or other non-public schools may earn credits toward a district diploma in non-accredited school programs for completion of coursework consistent with the district's course descriptions and standards. Acceptance of such credits shall be the responsibility of the Assistant Superintendent of Educational Services.
7. Proficiency
 - a. Each student shall demonstrate minimum proficiency in reading, writing, and mathematics in accordance with state law, district standards, and district measurement procedures.
 - b. Transfer students whose records indicate attainment of minimum proficiencies may be certified as meeting such standards after review by the principal. Transfer students whose records do not indicate attainment of minimum proficiencies must meet the standards of this district.
8. Citizenship

To be eligible to participate in the graduation (commencement) exercises, a student must maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation (commencement) ceremony.

E. Reports Required

Requirements for graduation shall be widely communicated to students and parents and be available in written form at each high school.

F. Record Retention

High school transcript to be retained indefinitely.

G. Responsible Administrative Unit

High school principal under the supervision of Assistant Superintendent - Educational Services.

H. Approved by:

Olivia Yaung
Responsible Division Head

5/29/2024
Date

Alex Cherniss
Superintendent

5/29/2024
Date