



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Diploma and Graduation Guidelines
NUMBER: BUL-1295.1
ISSUER: Robert Collins, Chief Instructional Officer
Secondary Instruction
DATE: August 1, 2007

ROUTING

District Superintendents
District Directors of
Instruction
District Directors of
School Services
Principals
Assistant Principals, SCS
School Counselors
College Counselors
Credit Clerks

POLICY: The purpose of this bulletin establishes guidelines for the issuance of the high school diploma and participation in the graduation and senior activities. The California Department of Education explicitly defines the criteria and procedures for a District to award a high school diploma.

MAJOR

CHANGES: This revision replaces Bulletin No. 1295.0 dated September 30, 2004, of the same title. The content has been updated to reflect current District organization, policy, and procedures.

GUIDELINES: The following guidelines apply.

I. CRITERIA FOR ISSUING THE HIGH SCHOOL DIPLOMA

- A. 12th grade students who have satisfactorily completed the required course of study and non-course requirements are entitled to a high school diploma indicating satisfactory completion of all elements. Beginning with the class of 2006, 12th grade students must also pass both sections of the California High School Exit Exam (CAHSEE).
- B. 12th grade students who have satisfactorily completed the required course of study and non-course requirements and have met individual school requirements in character and citizenship are entitled to a high school diploma indicating satisfactory completion of all elements.
- C. Failure by a secondary student to meet school citizenship standards is not a valid reason to withhold a high school diploma or to prescribe additional conditions to be met prior to the issuance of a diploma.
- D. Failure by a secondary student to meet school citizenship standards may result in an adverse response to a potential employer or college inquiry regarding the student's character and citizenship.



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- E. Failure by a secondary student to meet school citizenship standards may result in a principal's request for a conference with a student and his or her parents to discuss the student's character and citizenship. In such a conference, a few days after graduation ceremonies the high school diploma may be presented by the principal to the graduate

II. PARTICIPATION IN GRADUATION CEREMONY AND SENIOR ACTIVITIES

- A. Only students who meet the high school diploma requirements and special education students who qualify for Certificate of Completion per Education Code 56390 and will be able to participate in the graduation.
- B. Failure by a secondary student to meet school citizenship standards may result in the denial of participation in graduation ceremonies and in the denial of participation in senior class activities.

ASSISTANCE: For assistance or further information regarding graduation policies, options for students not passing the CAHSEE, please call:

- Francine Eisenrod, Director Special Projects, Secondary Instruction, at (213) 241-4909
- Angela Hewlett-Bloch, Administrative Coordinator, Secondary Instruction, at (213) 241-7510
- Roni Parker, Director, Student Counseling Services, at (213) 241-6040

For assistance or further information regarding Adult and Career Education Programs, please call:

- Santiago Jackson, Assistant Superintendent, Division of Instruction, at (213) 241-3150

For assistance or further information regarding students with disabilities, please call Sharyn Howell, Director, Instructional Initiatives, Division of Special Education, at (213) 241-8051

For information regarding the CAHSEE administration or the CAHSEE waiver, please call:

- Student Testing Unit, Planning Assessment and Research, at (213) 241-4104