

ADMINISTRATIVE CIRCULAR NO. 2016
Adult Education Department

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 23, 2017

To: Continuation High School Administrators, Counselors and Registrars

Subject: **HIGH SCHOOL JOINT DIPLOMA PROGRAM: OPTION 2 PROCESS**

Department and/or Persons Concerned: Continuation High School Administrators, Counselors and Registrars

Due Date: High School Joint Diploma Program application submission prior to enrollment in Option 2
10 business days after completion of Option 2 requirements

Reference: See Administrative Procedure No.4410

Action Requested: Review and submit (if applicable) the High School Joint Program: Option 2 Evaluation to the Office of Secondary Schools for students eligible for Adult Education Option 2 graduation under Option 2 Process

Attachments: Attachment 1: High School Joint Diploma Program: Option 2 Evaluation Form
Attachment 2: San Diego Community College Continuing Education Cumulative Record

Brief Explanation:

Students starting their fourth (4th) year of high school with thirty (30) or fewer credits, who are enrolled in a continuation high school, who are 18 years or will be 18 by the end of the school year, may select to graduate high school through the High School Joint Diploma Program: Option 2. Please note that there are advantages and disadvantages to graduating under the High School Joint Diploma Program: Option 2. While a student may graduate and receive a High School Joint Diploma Program high school diploma, they may sacrifice important learning opportunities that are necessary to succeed in higher education and employment. Students who graduate under High School Joint Diploma Program: Option 2 are not eligible to apply directly to a California State University (CSU) or University of California (UC) school.

Students who graduate under High School Joint Diploma Program: Option 2 do not have to complete additional San Diego Unified School District requirements, including the 44 required credits. Students who graduate under High School Joint Diploma Program: Option 2 have to complete 24 credits (requirements below), have a scholastic 2.0 GPA for credits applied to Option 2 diploma, and have completed two (2) degree applicable college units (or approved equivalent).

Implementation:

Follow the steps below as outlined in the High School Joint Diploma Program: Option 2 Process:

- 1) Counselor meets with student's family to review the different diploma options, as applicable:
 - a. SDUSD UC "a-g" Diploma
 - b. AB 167/216 and 1806/2306 (if applicable)
 - c. California High School Proficiency Examination (CHSPE)
 - d. High School Diploma Program (HSJDP) Option 2

- 2) If student and guardian select High School Diploma Program Option 2 at Twain or Garfield, the site counselor will follow the steps outlined below:
 - Step 1: Ensure the student meets appropriate criteria: 18 years of age, or age 18 by the end of option 2, with 30 or fewer credits

 - Step 2: Complete a High School Joint Diploma Program: OPTION 2 EVALUATION FORM (attachment 1)

 - Step 3: High School Joint Diploma Program: Option 2 (Continuation High School) application must be submitted and approved.
 - a) Application: <https://goo.gl/forms/E5Ld3vaeyUqUoVFJ2>
 - b) Acceptance or Denial will be emailed from: secondaryschools@sandi.net.

 - Step 4: Enroll student in the appropriate classes to fulfill the graduation requirements.
 - a) To meet the college requirements, student must do one of the following:
 - 1) Complete degree applicable college course(s), at least 2 degree applicable college units (or equivalent)
 - 2) CTE articulated course
 - a. Student must create an account in CATEMA
 - b. Student must earn an "A" or "B" grade in CTE course
 - c. Student must complete a SDCCD online application
 - d. Student must submit a Student Petition Form to CTE Transitions Office
 - e. Student must submit an official high transcript to CTE Transitions Office
 - 3) Student completes approved college course(s) equivalent. (Verification of completion of the 2 college unit course should be in the form of a transcript from the college, or district to district data file verification. Please note that processing time for college courses can exceed several months, please plan accordingly, and work with students to complete college work prior to second semester.)

 - Step 5: Graduation Documentation Submission Process:
 - a) Counselor and high school site registrar verify student has met HSJDP Option 2 graduation requirements
 - b) Registrar to complete "vertical transcript"- SDCCCE Cumulative Record
 - c) Counselor to compile HSJDP Option 2 paperwork, including:

- High School Joint Diploma Program: OPTION 2 EVALUATION FORM (with principal signature)
- SDCCE Cumulative Record-“vertical transcript” (with principal signature)
- High school transcript
- Copy of college transcript or of CTE Petition Form

Step 6: Have site administrator review HSJDP Option 2 packet and sign High School Joint Diploma Program: OPTION 2 EVALUATION FORM

Step 7: Site Administrator will send completed HSJDP Option 2 packet to the Office of Secondary Schools

Step 8: Office of Secondary Schools will review and submit completed HSJDP Option 2 packet(s) to San Diego Continuing Education for processing. In instances that there are errors, Office of Secondary Schools will return the packet(s) back to the site for correction and resubmission to Office of Secondary Schools.

If you have questions please contact the Office of Secondary Schools Head Counselor serving Alternative Schools.

All final and complete HSJDP Option 2 paperwork must be submitted within 10 business days after the grading period.

Should you have any questions concerning this circular, please email secondaryschools@sandi.net or call (619) 725-7289.

Mia Funk
Director
Reconnection

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools

Attachments: (2)
