

ADMINISTRATIVE CIRCULAR NO. 36
Office of Children and Youth in Transition

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 13, 2016

To: High School Administrators, Counselors and Registrars

Subject: **MODIFIED GRADUATION ELIGIBILITY UNDER AB 167/216, AB 1806, and AB 2306**

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

Due Date: Within 30 days of student enrollment in SDUSD

Reference: Administrative Procedure No. 4771

Action Requested: Review and submit (if applicable) the Modified Graduation Notification Letter and Modified Graduation Academic Review to the Office of Children and Youth in Transition for students eligible for modified graduation under AB 167/216, AB 1806, or AB 2306

Attachments: Attachment 1: Modified Graduation Notification Letter
Attachment 2: Modified Graduation Academic Review

Brief Explanation:

Under the following Assembly Bills students in transition have special rights to help them remain on track for high school graduation:

- AB 167/216 students identified as foster
- AB 1806 students living in a homeless situation
- AB 2306 students transitioning from a juvenile court school.

Students in transition (foster youth, students in homeless situations, and those transitioning from a juvenile court school) who transfer schools after their second year of high school may be eligible to graduate by completing the minimum California state graduation requirements if they are not reasonably able to complete all San Diego Unified School District graduation requirements by the end of their fourth year of high school. Completing second year of high school is defined as either a) completing two years of high school; or b) completing sufficient high school credits to be considered a high school junior or senior.

Students who graduate under AB 167/216, AB 1806, or AB 2306 do not have to complete additional San Diego Unified School District requirements, which require 44 credits.

Follow the steps below as outlined in the Modified Graduation Notification Letter to determine if a student is eligible for modified graduation under AB 167/216, AB 1806, or AB 2306:

1. Within 30 calendar days of student's enrollment, determine eligibility after careful review of student's educational records. **Complete Part A of Modified Graduation Notification Letter.**
2. If student is eligible to meet modified graduation requirements under AB 167/216, AB 1806, or AB 2306, select graduation option. **Review Part B of the Modified Graduation Notification Letter:**
 - a. Attempt to graduate high school at the end of the fourth year by completing all school district graduation requirements. Students may attempt to accomplish this by concurrently enrolling in a community college, continuation school, or independent study program. Students may attempt to accomplish this by enrolling in district approved alternative methods for course completion.
 - b. Remain in high school for a fifth year, and complete all additional school district graduation requirements. The right to a fifth year of high school applies even if the student will be older than 18 years old during that additional school year. The student will be allowed to remain at the local high school and will not be required to transfer to a continuation school, independent study program, or adult school to complete the fifth year.
 - c. Graduate by completing California state requirements and accept AB 167/216, AB 1806, or AB 2306 eligibility. Please note that there are advantages and disadvantages to graduating under AB 167/216, AB 1806, or AB 2306. While a student may graduate with classmates and receive a regular high school diploma, they may sacrifice important learning opportunities that are necessary to succeed in higher education and employment. Students who graduate under AB 167/216, AB 1806, or AB 2306 are not eligible to apply directly to a California State University (CSU) or University of California (UC) school. (Counselor/Registrar must complete Modified Graduation Academic Review if this option is selected).
3. Document selected graduation modification path by recording student and Educational Rights Holder's selection, signature, and initials on the Modified Graduation Notification Letter. **Complete Part C of the Modified Graduation Notification Letter.**
4. Provide the student with one copy of the Modified Graduation Notification Letter and Academic Review (if applicable) and place the original in the student's cumulative file.

- 5. Submit one copy of the completed document to the Office of Children and Youth in Transition (cyt@sandi.net) with Modified Graduation Academic Review Worksheet (if applicable) within five (5) business days of receiving signed form in order for correct information to appear on the student's transcript for graduation.**

Should you have any questions concerning this circular, please email cyt@sandi.net or call 619-724-7054.

Jennifer Coronel
Program Manager
Office of Children and Youth in Transition

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools

Attachments (2)

**San Diego Unified School District
Modified Graduation Notification Letter
Youth in Transition | AB 167/216, AB 1806, AB 2306**

TO:	
Student Name: _____	Student ID: _____
Address: _____	Date of Birth: _____
Current High School: _____	Date of Enrollment: _____
Grade Level: _____	
Educational Rights Holder (ERH): _____	Phone: (_____) _____
Probation Officer/ Social Worker (if applicable): _____	Phone: (_____) _____

The purpose of this document is to notify the above student and Educational Rights Holder of the determination of eligibility for modified graduation requirements and options for meeting graduation requirements.

Under Assembly Bills 167/216 students identified as foster, AB 1806 students living in a homeless situation, and AB 2306 students transitioning from a juvenile court school, have special rights to help them remain on track for high school graduation.

Students in transition (foster youth, students in homeless situations, and those transitioning from a juvenile court school) who transfer schools after their second year of high school may be eligible to graduate by completing the minimum California state graduation requirements if they are not reasonably able to complete all San Diego Unified School District graduation requirements by the end of their fourth year of high school. Completing second year of high school is defined as either a) completing two years of high school; or b) completing sufficient high school credits to be considered a high school junior or senior.

Students who graduate under AB 167/216, AB 1806, or AB 2306 do not have to complete additional San Diego Unified School District requirements, which require 44 credits.

Part A. Determination of Eligibility within 30 calendar days of student's enrollment, after careful review of the student's educational records, we have determined, and hereby certify, that the above named student:

is eligible to meet graduation requirements under AB 167/216; AB 1806; AB 2306.

(Please see Part B and Part C of this letter for further information.)

is not eligible to meet graduation requirements under AB 167/216; AB 1806; AB 2306 because:

___ Student is not a foster youth, student in homeless situation or student transitioning from juvenile court school.

___ Student has not completed two years of high school.

___ Student did not transfer to a new school after completing two years of high school.

School Counselor (Name): _____

School Counselor (Signature): _____ Date: _____

San Diego Unified School District
Modified Graduation Notification Letter
Youth in Transition | AB 167/216, AB 1806, AB 2306

Part B. Graduation Options for students eligible to meet modified graduation requirements under AB 167/216, AB 1806, or AB 2606.

1. Attempt to graduate high school at the end of the fourth year by completing all school district graduation requirements. Students may attempt to accomplish this by concurrently enrolling in a community college, continuation school, or independent study program. Students may attempt to accomplish this by enrolling in district approved alternative methods for course completion.
2. Remain in high school for a fifth year, and complete all additional school district graduation requirements. The right to a fifth year of high school applies even if the student will be older than 18 years old during that additional school year. The student will be allowed to remain at the local high school and will not be required to transfer to a continuation school, independent study program, or adult school to complete the fifth year.
3. Graduate by completing California state requirements and accept AB 167/216, AB 1806, AB 2306 eligibility. Please note that there are advantages and disadvantages to graduating under AB 167/216, AB 1806, or AB 2306. While a student may graduate with classmates and receive a regular high school diploma, they may sacrifice important learning opportunities that are necessary to succeed in higher education and employment. Students who graduate under AB 167/216, AB 1806, AB 2306 are **not eligible** to apply directly to a California State University (CSU) or University of California (UC) school.

Important Notice to Student and Educational Rights Holder

It is important to keep a copy of this certification notification for your records. It can be used at any future school to verify that the student is already certified as AB 167/216, AB 1806, or AB 2306 eligible. The above named student retains the right to graduate under AB 167/216, AB 1806, or AB 2306 even if they transfer schools again, or their foster care/probation case closes, or they have obtained a permanent residence before they receive their high school diploma.

Please note that the school district cannot allow a student to graduate under AB 167/216, AB 1806, or AB 2306 without receiving this document. The student and/or ERH can change their decision by submitting a new San Diego Unified School District Modification Graduation Eligibility Notification (regarding graduating under AB 167/216, AB 1806, or AB 2306) at any time until the student receives their high school diploma.

The school counselor must submit and file this completed document to the Office of Children and Youth in Transition (cyt@sandi.net) with Modified Graduation Academic Review Worksheet (if applicable) within five (5) business days of receiving signed form in order for correct information to appear on the student's transcript for graduation.

**San Diego Unified School District
Modified Graduation Notification Letter
Youth in Transition | AB 167/216, AB 1806, AB 2306**

Please check box and initial one of the following three options:

<p>Part C. Choice of Graduation Path for students eligible to meet modified graduation requirements under AB 167/216, AB 1806, or AB 2306. (To be completed by student and Educational Rights Holder)</p>	
<input type="checkbox"/>	<p>1. Graduate under San Diego Unified School District requirements in four (4) years. Initials of Student _____ Initials of Educational Rights Holder _____</p>
<input type="checkbox"/>	<p>2. Graduate under San Diego Unified School District requirements in five (5) years. Initials of Student _____ Initials of Educational Rights Holder _____</p>
<input type="checkbox"/>	<p>3. Graduate under California State graduation requirement through AB 167/216, AB 1806, or AB 2306 in four (4) years. Initials of Student _____ Initials of Educational Rights Holder _____</p>

Educational Rights Holder (Name): _____

Educational Rights Holder (Signature): _____ Date: _____

Student (Name): _____

Student (Signature): _____ Date: _____

The student and/or ERH can change their decision by submitting a new *San Diego Unified School District Modification Graduation Eligibility Notification* (regarding graduating under AB 167/216, AB 1806, or AB 2306) at any time until the student receives their high school diploma.

If you have any questions or concerns about AB 167/216, AB 1806, or AB 2306 graduation, please contact the student's counselor.

**San Diego Unified School District
Modified Graduation Academic Review
AB 167/216/1806/2306**

Student Name: _____ Class of: _____ Date: _____

Site Counselor: _____ High School: _____

Candidates:

- Foster Youth, Homeless Youth, and students transitioning from a juvenile court school who have moved High Schools after the end of their 10th grade year or anytime after their 2nd year of High School.
- Please refer to AB 167/216, AB 1806, and AB 2306: Modification Graduation Eligibility Notification Letter and include with this form.

All courses must be YEARLONG courses except for Economics and Government

History	Grade Earned
World History & Geography 1	
World History & Geography 2	
U. S. History 1	
U. S. History 2	
Government 1	
Economics 1	

English Language Arts Three yearlong courses	Grade Earned
English	

Math	Grade Earned
Two yearlong courses must be completed in grades 9-12	
Integrated Math IA or Algebra 1	
Integrated Math IB or Algebra 2	
Additional High School Math	
Additional High School Math	

VAPA or CCTE or LOTE Must be one yearlong course	Grade Earned
VAPA or CCTE or LOTE	
VAPA or CCTE or LOTE	

Physical Education	Grade Earned
Physical Education	

Science One yearlong course in Biology and one yearlong course in a Physical Science***	Grade Earned
Physical Science	
Physical Science	
Biology 1	
Biology 2	

***Science must include one yearlong course in BIOLOGY and one yearlong course in a physical science. For AB 167/216/1806, a physical science is any science other than Biology such as Earth Science, Chemistry, or Physics.

Site Counselor Signature: _____ Review Date: _____

Children Youth in Transition Counselor's (Print Name): _____

Children Youth in Transition Counselor's Signature: _____ Review Date: _____