

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 26, 2018

To: High School Site Administrators and High School Registrars

Subject: PRINCIPAL'S CERTIFICATION OF GRADUATES

Department and/or Persons Concerned: All High School Administrators and High School Registrars

Due Dates: Two weeks after each of the following graduations:
By February 8, 2019 (Mid-year/Early Graduates)
By June 26, 2019 (June Graduates)
By August 31, 2019 (Summer Graduates)

Reference: Administrative Procedure 4770

Action Requested: Submit Principal's Certification of Graduates at the end of each graduation: Mid-Year, June, and Summer

Attachments: Attachment 1: Principal's Certification of Graduates
Attachment 2: Principal's Waiver of Graduation Requirements

Brief Explanation:

The *Principal's Certification of Graduates* (Attachment 1) must be completed and submitted to secondaryschools@sandi.net ([attention V. Ortega](#)) within two weeks after each graduation (mid-year, June, and end of summer school). If your site has no graduates at mid-year or summer, a *Principal's Certification of Graduates* must still be submitted with an indication of "none."

A list of graduates must be included with each form, unless you have no graduates at mid-year and summer. These documents are used to certify that students have completed all district requirements to receive a high school diploma.

The list of graduates for each graduation must be included with each Principal's Certification of Graduates as follows:

- **Mid-year/Early Graduates:**
 - For Q1 early graduates, **Due date: November 30, 2018**
 - For January/Mid-Year graduates, **Due date: February 8, 2019**
 - For Q3 early graduates, **Due date: April 19, 2019**
 - NOTE: reference circular titled "Early Graduation from High School" for the process to submit mid-year/early graduate requests.
- **June:** a current Grad Doc file that includes all graduates, non-grads, certificate of completion and pending students
 - **Due: June 26, 2019**
- **Summer:** a separate list of summer grads (only) and a current Grad Doc file that includes all graduates, non-graduates and certificate of completion
 - **Due: August 31, 2019.**

In certain circumstances, a district graduation requirement may be waived. The *Principals Certification of*

Graduates lists those students for whom the principal has waived a specific graduation requirement and the rationale for such waiver.

State-mandated coursework as outlined in Education Code §51225.3(a)(1) may not be waived. Waivers to other requirements adopted by the governing board of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and makes a determination for each case. All such waivers must be documented on the *Principal's Waiver of Graduation Requirements* form (Attachment 2), *one per student*. This completed and signed must be filed in the student's permanent records folder at the school site, and the form must be retained at the school site.

For questions, please contact Veronica Ortega (vortega1@sandi.net), Operations Specialist, School Innovation Division.

APPROVED:

A handwritten signature in cursive script, appearing to read "Cheryl Hibbeln".

Cheryl Hibbeln
Executive Director
Office of School Innovation and Integrated Youth Services

Attachments (2)