

GRADUATION IN WASHINGTON

A toolkit for schools and families to help ensure
students earn high school diplomas



Office of Superintendent
of Public Instruction
www.k12.wa.us

The information in this toolkit was updated in **August 2012**, but is subject to change based on legislative or agency action. When referencing this toolkit, please visit the OSPI website to confirm you have the most current version. Updates will be posted to www.k12.wa.us/Resources.

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More Information

State Testing

- www.WAtesting.com
- statetesting@k12.wa.us

State Graduation Requirements

- www.k12.wa.us/GraduationRequirements
- www.sbe.wa.gov
- gradreq@k12.wa.us

Abbreviations

- | | |
|---|---|
| • AP: Advanced Placement | • GE: Grade Equivalent |
| • BEA: Basic Education Allocation | • GED: General Education Development |
| • CAA: Certificate of Academic Achievement | • HSPE: High School Proficiency Exam |
| • CIA: Certificate of Individual Achievement | • IEP: Individualized Education Program |
| • COE: Collection of Evidence | • LDA: Locally Determined Assessments |
| • DAC: District Assessment Coordinator | • MSP: Measurements of Student Progress |
| • DAPE: Developmentally Appropriate Proficiency Exam | • WAAS: Washington Alternate Assessment System |
| • EOC: End-of-Course Exam | |

2012–13 Key Dates

September 2012

- 4–7 School districts receive final Spring 2012 Individual score reports to share with families
- 7 Deadline to register for Oct. 6 SAT
- 8 First ACT testing of the school year
- 21 Deadline to register for Oct. 27 ACT

October 2012

- 6 First SAT testing of the school year
- 4 Deadline to register for Nov. 3 SAT
- 27 Second ACT testing of the school year

November 2012

- 1 Deadline to register for Dec. 1 SAT
- 1–14 Testing window: Reading, Writing and Math WAAS-DAPE
- 2 School districts receive scores from HSPE August 2012 testing
- 2 Deadline to register for Dec. 8 ACT
- 3 Second SAT testing of school year

December 2012

- 1 Third SAT testing of the school year
- 8 Third ACT testing of the school year
- 28 Deadline to register for Jan. 26, 2013 SAT

January 2013

- 2 Testing window opens: Math and Biology EOC retakes (must be given within last three instructional weeks of semester)
- 9 Deadline to submit Reading and Writing COEs
- 11 Deadline to register for Feb. 9 ACT
- 26 Fourth SAT testing of school year

February 2013

- 1 Deadline to submit Math COE
- 8 Deadline to register for Mar. 9 SAT
- 8 Testing window closes: Math and Biology EOC retakes
- 9 Fourth ACT testing of the school year

March 2013

- 8 Deadline to register for Apr. 13 ACT
- 9 Fifth SAT testing of the school year
- 12–13 Testing window: Writing HSPE
- 14 Testing window: Reading HSPE

April 2013

- 5 Deadline to register for May 4 SAT
- 13 Fifth ACT Testing (last opportunity to receive results before June graduation)
- 26 Results for winter Math and Biology EOCs and COEs returned

May 2013

- 2 Deadline to register for June 1 SAT
- 3 Deadline to register for June 8 ACT
- 4 Sixth SAT testing of the school year (last opportunity to receive results before June graduation)
- 6 Testing window opens: Math and Biology EOCs (must be given within last three instructional weeks of school year)
- 7–11 Testing window 1: AP
- 14–18 Testing window 2: AP
- 28 Districts receive electronic results with met/not met scores for all 12th graders who took the HSPE in the spring
- 31 Registration window opens: Aug. HSPE

June 2013

- 1 Final SAT testing of 2012–13 school year
- 3 Districts receive electronic scores for high school students who tested in the spring (HSPE, DAPE, Portfolio)
- 6 School districts receive final individual student HSPE Score Reports to share with families
- 8 Final ACT testing of 2012–13 school year
- 12 Deadline to submit Reading, Writing and Math COEs
- 20 Report to families: OSPI's announcement of state-level HSPE results and progress with graduation requirement in Reading and Writing
- 21 Testing window closes: Math and Biology EOCs
- 23 Registration window closes: Aug. HSPE

August 2013

- 13–15 Testing window: Aug. HSPE (Writing and Reading)
- 30 OSPI releases statewide Spring 2013 MSP/HSPE/EOC performance in all subjects and all grades. When changes are made during record reconciliation, districts will receive updated HSPE score reports for students.

NOTE: June Reading & Writing COE results will also be available to districts. *Math COE results will be available on a date TBD.*

State Graduation Requirements

A high school diploma is more than a rite of passage. It should signify to anyone—college admissions counselors and professors, employers and families—that a student worked hard, was challenged and is prepared for the next steps in life. All public high school students, regardless of their ambitions after high school, are expected to show they have a solid foundation of skills and knowledge.

The state's minimum graduation requirements, as established by the State Board of Education, represent a portfolio of a student's high school career. That portfolio, composed of the following four elements, is proof that the student has acquired the necessary skills to succeed both personally and professionally in an increasingly complex world.

Students are held to the graduation requirements that are in place when they *first enter ninth grade*. The requirements do not change even if the student's graduation year changes.

State & Local Requirements

School districts may have additional credit and non-credit graduation requirements, such as community service. Students and their families should be aware of all state and local graduation requirements when they begin high school.

The Four State Graduation Requirements

The state's four high school graduation requirements began with the Class of 2008. New graduation requirements (a third credit of Math and the requirement to pass a state Math exam) begin with the Class of 2013. Students in the Class of 2013 and beyond must pass the Reading, Writing and Math exams in order to earn a Certificate of Academic (or Individual) Achievement.

Students in the Class of 2013 and beyond must fulfill the four following requirements as outlined in state statute [WAC 180-51-066](#) and state law [RCW 28A.655.066](#).

1. Earn High School Credits

Beginning with the Class of 2013, the state minimum requirement rises to 20 credits with the addition of a third credit of high school Math. See [WAC 180-51-066](#). Students must also meet the course and credit requirements established by their local districts.

2. Develop a High School and Beyond Plan

To graduate, students must develop a plan on how they will meet the high school graduation requirements and what they will do following high school. A student's plan, which ideally should be started in eighth or ninth grade and

be revised as he/she moves forward, should include the classes needed to prepare for a two- or four-year college, apprenticeship, career or technical school, certificate program or the workforce.

Each school district

determines the guidelines for the high school and beyond plan. Questions about the guidelines should be directed to the high school or school district office.

3. Complete a Culminating Project

To graduate, all students must complete a culminating—or senior—project. Each school district determines the guidelines students must follow to complete this requirement. Questions about the culminating project guidelines should be directed to the high school or school district office.

State Graduation Requirements, continued

4. Earn a CAA/CIA

Students in the Class of 2013 are required to pass three state exams (Reading, Writing and Math) and earn a Certificate of Academic Achievement (CAA), or Certificate of Individual Achievement (CIA) for students in special education. Beginning with the Class of 2015, students must pass Reading, Writing, two Math end-of-course (EOC) exams and one Biology EOC to earn a CAA or CIA and diploma.

The CAA and CIA tell families, schools, businesses and colleges that an individual student has mastered a minimum set of Reading, Writing and Math skills by graduation. State law ([RCW 28A.655.061](#)) dictates the assessment graduation requirement.

Students receiving special education services may have alternatives to the state high school assessment requirements if the IEP team determines that an alternate is appropriate for graduation purposes. Download the handout “How Students in Special Education Participate in State Testing” at www.k12.wa.us/Resources.

READING & WRITING ASSESSMENTS

Class of 2013 and beyond: Students can meet Reading (R) and Writing (W) graduation requirement by **one** of the following:

- Passing the R & W High School Proficiency Exams (HSPEs);
- Scoring Level 2 (Basic) on the R & W HSPEs (limited to students in special education, per IEP team);
- Passing the R & W Washington Alternate Assessment System (WAAS) Portfolios (limited to students with significant cognitive challenges);

- Using the Grades Comparison option (requires one attempt on HSPE);
- Scoring 3 or higher on one of the AP exams approved for R & W (requires one attempt on HSPE);
- Earning a high enough score on the SAT for R or ACT Plus Writing for W (requires one attempt on HSPE); **OR**
- Passing the R & W Collection of Evidence (COE) (requires one attempt on HSPE for 12th graders in the Class of 2013, two attempts thereafter).

*For some students receiving **special education** services, and who have not been successful on the Reading & Writing HSPEs, the requirements can be met by:*

- Passing the Developmentally Appropriate Proficiency Exams (DAPE) in R & W (limited to 11th and 12th graders); **OR**
- Passing a Locally Determined Assessment (LDA) in R & W (limited to 12th graders).

*The Reading & Writing requirements can be **waived** by:*

- Passing an OSPI-approved high school R or Language Arts test in another state if the student transferred in their 11th- or 12th-grade year; **OR**
- Appealing the R & W requirement to the state because of a special circumstance. The student must be in 12th grade and meet **very** limited eligibility criteria.

MATHEMATICS ASSESSMENT

Classes of 2013 and 2014: Students can meet the Math graduation requirement by **one** of the following:

- Passing one Math End-of-Course (EOC) exam;

State Graduation Requirements, continued

- Scoring Level 2 (Basic) on one Math EOC (limited to students in special education, per IEP team);
- Passing Math Washington Alternate Assessment System (WAAS) Portfolios (limited to students with significant cognitive challenges);
- Using the Grades Comparison option (requires one attempt on EOC);
- Scoring 3 or higher on one of the AP exams approved for Math (requires one attempt on EOC);
- Earning a high enough score on the SAT or ACT for Math (requires one attempt on EOC); **OR**
- Passing the Math Collection of Evidence (COE) (requires one attempt on EOC for 12th graders in the Class of 2013).

*For some students receiving **special education** services, and who have not been successful on the Math EOC, the requirement can be met by:*

- Passing one Developmentally Appropriate Proficiency Exam (DAPE) in Math (limited to 11th and 12th graders); **OR**
- Passing a Locally Determined Assessment (LDA) in Math (limited to 12th graders).

*The Math requirement can be **waived** by:*

- Passing an OSPI-approved high school Math test in another state if the student transferred in their 11th- or 12th-grade year; **OR**
- Appealing the Math requirement to the state because of a special circumstance. The student must be in 12th grade and meet **very** limited eligibility criteria.

Class of 2015 and beyond: Starting with the Class of 2015, students must meet the Math graduation requirement by passing two Math EOCs—one in Algebra I or Integrated Math 1 and one in Geometry or Integrated Math 2. If one or both of the EOCs is attempted but not passed, the same CAA and CIA options available to the Classes of 2013 and 2014 apply to the Class of 2015 and beyond. Please see the column to the left.

SCIENCE ASSESSMENT

Classes of 2013 and 2014: Passing a state Science exam is not required for high school graduation, although taking the test in the 10th grade or earlier is required for federal school accountability.

Class of 2015 and beyond: Students can meet the Science graduation requirement by **one** of the following:

- Passing the Biology End-of-Course (EOC) exam;
- Scoring Level 2 (Basic) on the Biology EOC. (limited to students in special education, per IEP team);
- Passing the Science Washington Alternate Assessment System (WAAS) Portfolios (limited to students with significant cognitive challenges);
- Using the Grades Comparison option (requires one attempt on EOC);
- Scoring 3 or higher on one of the AP exams approved for Science (requires one attempt on EOC); **OR**
- Passing the Biology Collection of Evidence (COE) (requires two attempts on EOC).

State Graduation Requirements, continued

For some students receiving **special education** services, and who have not been successful on the Biology EOC, the requirement can be met by:

- Passing the Developmentally Appropriate Proficiency Exam (DAPE) in Science (limited to 11th and 12th graders).

The Science requirement can be **waived** by:

- Passing an OSPI-approved high school Science test in another state if the student transferred in their 11th- or 12th-grade year; **OR**

- Appealing the Science requirement to the state because of a special circumstance. The student must be in 12th grade and meet **very** limited eligibility criteria.

For more information visit

- www.k12.wa.us/GraduationRequirements
- www.sbe.wa.gov/documents/FAQ%20Graduation%20Requirements.pdf

CLASSES OF 2013 AND 2014	CLASSES OF 2015 AND 2016
READING & WRITING Pass Reading & Writing HSPEs or assessments for students in special education. <hr/> <div>OR</div> <hr/> Pass state-approved alternatives.*	READING & WRITING Pass Reading & Writing HSPEs or assessments for students in special education. <hr/> <div>OR</div> <hr/> Pass state-approved alternatives.*
SCIENCE <i>Not required for students in these two graduating classes (as signed into law June 7, 2011).</i>	SCIENCE Pass Biology EOC or assessment for students in special education. <hr/> <div>OR</div> <hr/> Pass state-approved alternative.*
MATHEMATICS Pass one Math EOC (Algebra I or Integrated Math 1 or Geometry or Integrated Math 2) or assessment for students in special education. <hr/> <div>OR</div> <hr/> Pass state-approved alternative.*	MATHEMATICS Pass two Math EOCs (Algebra I or Integrated Math 1 and Geometry or Integrated Math 2) or assessment for students in special education. <hr/> <div>OR</div> <hr/> Pass state-approved alternatives.*
OTHER REQUIREMENTS Meet all other state and school district graduation requirements: Culminating Project, High School and Beyond Plan and local credit requirements.	OTHER REQUIREMENTS Meet all other state and school district graduation requirements: Culminating Project, High School and Beyond Plan and local credit requirements.

* Unless a student is determined to have significant cognitive disabilities, or transferred into Washington public schools in 11th or 12th grade, he or she must attempt state assessments at least **once** before qualifying for alternatives in each content area (www.k12.wa.us/assessment/CAAoptions). For students in the Class of 2014 and beyond, state assessments must be attempted **twice** before using COE option.

Washington State **Minimum*** Credit Requirements

	REQUIRED CREDITS				ADDITIONAL INFORMATION
	Class of 2013	Class of 2014	Class of 2015	Class of 2016	
ENGLISH	3	3	3	4	<i>Automatic two-year extensions for implementing additional credits (class of 2016) are available for districts that apply</i>
MATHEMATICS	3	3	3	3	<input type="checkbox"/> Algebra I or Integrated I <input type="checkbox"/> Geometry or Integrated II <input type="checkbox"/> Algebra II or Integrated III; or a student may elect to pursue a third credit of math other than Algebra II or Integrated III if the elective choice is based on a career-oriented high school and beyond plan and the student, parent/guardian and school representative meet and sign a form
SCIENCE	2	2	2	2	<i>Must include at least one lab</i>
SOCIAL STUDIES	2.5	2.5	2.5	3	<input type="checkbox"/> 1 credit in U.S. history <input type="checkbox"/> 0.5 credit in WA state history and government for classes of 2013, 2014 and 2015; 0.5 credit in civics for class of 2016 <input type="checkbox"/> 1 credit in contemporary world history, geography and problems, or an equivalent course <input type="checkbox"/> 0.5 credit in social studies elective for class of 2016
ARTS	1	1	1	1	
HEALTH AND FITNESS	2	2	2	2	<i>Unless excused per RCW28A.230.050</i> <input type="checkbox"/> 0.5 credit in health for class of 2016 <input type="checkbox"/> 1.5 credit in fitness for class of 2016
OCCUPATIONAL EDUCATION	1	1	1	1	<i>CTE courses locally determined to be equivalent to a non-CTE course may be used to meet two graduation requirements for the class of 2016</i>
ELECTIVES	5.5	5.5	5.5	4	
TOTAL REQUIRED CREDITS	20	20	20	20	* MANY DISTRICTS REQUIRE MORE THAN 20 CREDITS TO GRADUATE. PLEASE REFER TO YOUR LOCAL DISTRICT REQUIREMENTS TO DETERMINE HOW MANY CREDITS ARE REQUIRED TO RECEIVE A DIPLOMA FROM YOUR HIGH SCHOOL.

Alternatives to Passing State Exams: Certificate of Academic Achievement (CAA) Options

Students who have the skills and knowledge but can't demonstrate those skills on state tests can use the CAA Options, or state-approved alternatives, to meet graduation requirements in Reading, Writing and Math.

NOTE: *Students must have attempted the Reading and Writing HSPEs/Math EOC before attempting an alternative in that content area.*

Students in the Class of 2015 and beyond also need to have attempted the Biology EOC and second Math EOC before attempting an alternative.

Collection of Evidence (COE)

Visit www.k12.wa.us/assessment/CAAoptions/CollectionofEvidence.aspx for specific rules of eligibility.

Classes of 2013 and 2014: Students compile a set of classroom work samples in Reading, Writing and Math with the help of teachers.

Class of 2015 and beyond: See requirements for Classes of 2013 and 2014. The Biology COE will be available in the 2013–14 school year.

GPA Comparison (12th graders only)

Students in 12th grade must have an overall GPA of 3.2 or higher. A student's grades in Math, English and/or Science courses are compared with the grades of students who took the same courses AND passed the HSPE. This option is not considered an assessment.

College-Entrance Exams/AP Classes

- Passing scores on one or more of the national tests. Minimum acceptable scores are:
 - **Reading** SAT: 350 ACT: 13
 - **Writing** SAT: 380 ACT Plus Writing: 15
 - **Math** SAT: **TBD Nov 2012**
ACT: **TBD Nov 2012**
- A score of 3 or higher on Advanced Placement (AP) tests. Those tests are:
 - **Reading** English literature and composition, macroeconomics, microeconomics, psychology, U.S. history, world history, U.S. government and politics, comparative government and politics
 - **Writing** English language and composition
 - **Math** Calculus or statistics

Students may use the HSPE and EOC or any alternative to meet graduation requirements for each content area—Reading, Writing and Math—to earn their CAA and their high school diploma. Example: A student can use a successful HSPE in Reading, a successful Collection of Evidence in Writing and an AP test in Math.

NOTE: *Science is added to the requirements for the Class of 2015.*

Transfer students: A student who transfers into Washington public high schools in 11th or 12th grade from out of state or an in-state non-public setting (home school or private school) has immediate access to the CAA Options and does not have to take our state exams. If a student has already passed an approved exam in their previous state, he/she can use those results. To learn more, visit www.k12.wa.us/assessment/WaiverAppeals/TransferWaiver.aspx.

2013 State Testing Information

Test Booklets

The state will automatically send Pre-identified HSPE test booklets to school districts for every 11th and 12th grader who has yet to pass Reading and Writing state exams. School districts or families do not need to order booklets or register these students. As in years past, test booklets are sent for every 10th-grader. Any student from 7th grade through 12th grade will receive a Math or Biology EOC test booklet if they are taking Algebra I and/or Geometry, or integrated Math equivalents.

State Testing Days

All students statewide must take the high school Reading and Writing HSPEs on the same days as other students. Students who miss, for example, the Reading HSPE will not be able to make up any of the testing they missed. The next HSPE testing opportunity following spring 2013 is August 13–15, 2013. School districts set the schedules for EOC testing in Math in January/February and Math and Science in May/June.

Release of Spring 2013 Testing Results for 12th Graders

OSPI will have all spring assessment results for 12th graders available before graduation ceremonies. The following chart indicates when electronic results will be sent to District Assessment Coordinators (DACs). Paper score reports for all students in all grades who

tested in April will be sent to school districts in early June. To ensure that results for 12th graders are returned on time, districts will be required to separate those assessments that need immediate scores from those that can follow the regular return timeline.

Spring 2013 High School Testing

Spring 2013 HSPE testing for students in 10th, 11th or 12th grade is scheduled for March 12–13 (Writing) and March 14 (Reading). Math and Biology EOCs are to be given within the last three weeks of school. School districts can accommodate non-enrolled 12th graders by using unused booklets.

August 2013 HSPE

August 2013 state testing is for students who have finished 10th, 11th or 12th grade, but have not yet passed the Reading or Writing portion of the HSPE. It is scheduled for August 13–15. The registration window for August testing is May 31–June 23. Students must have an SSID to register.

- **Online registration:**
www.k12.wa.us/testregistration
- **Phone registration:**
866-400-9275
- **August 13 and 14** Writing
- **August 15** Reading

	DATE TAKEN/SUBMITTED	RESULTS RETURNED (12th graders only)
COE	Early February	Late April (<i>results for all students will be returned</i>)
EOC	January/February	Late April (<i>electronic Pass/Fail information to districts</i>)
HSPE	March/April	May 31 (<i>electronic Pass/Fail information to districts</i>)
WAAS-DAPE	March/April	May 31 (<i>electronic Pass/Fail information to districts</i>)
WAAS-Portfolio	March	May 31 (<i>all high school information to districts</i>)

Testing for Students in Special Education

All students, including students eligible for special education, must participate in state testing. Individualized Education Program (IEP) teams make decisions about how a student participates in state testing and determines whether alternatives are appropriate to the high school exams. For general questions, please email waas@k12.wa.us or visit www.k12.wa.us/assessment/altassess.aspx. You can also download “How Students in Special Education Participate in State Testing” at www.k12.wa.us/Resources/pubdocs/SpecialEdTesting.pdf. For specific questions, please contact your local school.

Washington Alternate Assessment System Portfolio (WAAS-Portfolio) Resubmissions

Students who submitted a WAAS-Portfolio in the spring, or who were unable to submit a portfolio in the spring and have not yet met proficiency, will have an opportunity to submit a portfolio in November.

Locally Determined Assessments (LDA)

Twelfth graders receiving special education services who have not met Math, Reading or Writing requirements may be able to meet these requirements through an LDA. The LDA System helps those students for whom the HSPE, the HSPE-Basic (passing is set at Level 2) or the Developmentally Appropriate Proficiency Exam (DAPE) are not appropriate tools to assess their skills, but neither is the WAAS-Portfolio. These students need modified achievement standards. Students in this group read and comprehend adapted or below-grade-level text, master a limited number of grade-level or below-grade-level concepts and skills, and communicate orally and/or in Writing.

To use an LDA to meet the graduation requirement, a student must:

- Be in 12th grade;
- Have an Individualized Education Program (IEP) for Reading, Writing and/or Math;
- Use one of three approved educational achievement tests;
- Be on track with or have finished all other state and local graduation requirements (e.g., credits, culminating project, high school and beyond plan, etc.); **AND**
- Have a score on an approved standardized assessment and generated a Grade Equivalent (GE) score at or above 3.8. The score must have been obtained in either the 11th or 12th grade.

***NOTE:** Students with a Section 504 Plan are not eligible to use an LDA.*

For more information on the LDA, visit www.k12.wa.us/assessment/altassess.aspx.

Waivers for Students With the Most Severe Cognitive Disabilities

Districts may make local decisions about the appropriateness of course credits, high school and beyond plans and senior culminating projects for students with the most significant cognitive disabilities. State laws and rules ([RCW 28A.155.045](#) and [WAC 180-51-115](#)) also acknowledge the critical role of the IEP team in determining the most appropriate high school credit and assessment options for students eligible for special education. However, at this time, there is no mechanism by which districts may waive the Reading, Writing and Math assessment requirements for high school graduation.

OSPI has established a process and criteria for waiving the assessment requirements for

Testing for Students in Special Education, continued

students whose cognitive functioning is the most severely impaired. These are students who function at an “awareness level” of cognitive development. This level of cognitive development is extremely rare. Students at the awareness level exhibit the following:

- The student has limited intentionality and is *not* able to communicate using pre-symbolic strategies
- The student’s reaction to environmental stimuli may be limited to crying, opening eyes, movement, etc.
- The student’s behavior is not under his or her control but reflects a general physical state (e.g., hungry, wet, sleepy).
- The student may be conscious (awake) during limited times each day.
- Parents, teachers or other adults are needed to interpret the child’s state from behaviors such as sounds, body movements and facial expressions.

Please see OSPI Bulletin 015-08 at www.k12.wa.us/BulletinsMemos/bulletins2008.aspx for complete information.

Kevin’s Law and Graduation

Kevin’s law ([RCW 28A.155.170](http://www.wa.gov/leg/slides/RCW/2007/RCW28A155170.htm)), approved in 2007 by the Legislature, allows certain students receiving special education services to participate in high school graduation ceremonies with their peers. The law requires each school district that operates a high school to establish a policy and procedure to determine which students receiving special education services can participate in graduation ceremonies after four years, even if they plan to remain in school for several more years. Students allowed to participate under district policy will receive a certificate of attendance during graduation ceremonies and then, if earned, a diploma when they have completed their schooling.

Waivers, Appeals and Graduation Ceremonies

Special, Unavoidable Circumstance Appeals

Students in 12th grade who have been unable to demonstrate their skills and knowledge on the HSPE/EOC or another assessment because of special, unavoidable circumstances may appeal to a High School Certificate Review Board. The board will review and decide on all appeals in May 2013.

This appeals process is for students who *have the skills*, but who have not had an opportunity to show those skills because of special, unavoidable circumstances. Those who have had access to testing are not eligible to apply for this appeal.

For more information, visit www.k12.wa.us/assessment/WaiverAppeals/SpecialCircumstances.aspx.

11th- and 12th-Grade Transfer Students

Students who transfer into a public school in their 11th- or 12th-grade year have the opportunity to qualify for graduation without taking a state exam.

Depending on the transfer student's situation, there are two possible alternatives:

1. A student who transfers from another state in the 11th or 12th grade may apply to receive a waiver of the assessment graduation requirement (www.k12.wa.us/GraduationRequirements/Requirement-CAA-CIA.aspx) if the student has previously passed another state's high school exam. The waiver does not grant the student a Certificate of Academic Achievement (CAA).
2. A student who transfers into a public school in the 11th or 12th grade from out of state or from an in-state non-public school setting (private or home school) may apply for direct access to the CAA Options without taking a state exam first. A student who submits a waiver application also automatically has direct access to the CAA Options.

Graduation Ceremonies

School districts, by their own school board policy, determine who participates in graduation ceremonies. The state has no authority over such ceremonies. Most school districts allow students to participate only if they have fulfilled all graduation requirements. However, some districts do make exceptions. Families should consult with their specific school district about their graduation ceremony policy.

For more information on graduation ceremonies for students receiving special education services, refer to Kevin's Law on page 11.

Options for Students Not Graduating After Four Years of High School

Students who have not met their high school graduation requirements AND have not earned a regular high school diploma are eligible for a free public education through the school year in which they turn 21 years of age. This includes students under 21 who have earned a GED certificate or are enrolled in:

- Career and technical education programs including skills centers;
- Transitional bilingual instruction programs;
- Special education programs; **OR**
- Migrant education programs.

High schools and school districts continue to receive Basic Education Allocation (BEA) and any other funding that these students generate:

Free Options

Free options are available for students who are NOT graduating after four years of high school and want to meet their high school graduation requirements. The options are:

- 1. Continued Enrollment in High School:** All students are eligible to attend their resident high school through the school year in which they turn 21.
- 2. Enrollment in a School District High School Completion Program:** School districts may contract with community colleges to offer tuition-free high school completion programs to students still enrolled in their resident school district. Upon completion of program, students would receive a high school diploma from that district.

- 3. Continued Running Start:** Students who participated in Running Start during their 11th- and 12th-grade years but didn't complete the classes required for high school graduation may continue their Running Start participation, but only to take those classes through Running Start that they failed or did not complete and are needed to earn a high school diploma. (The Running Start program allows eligible 11th- and 12th-grade students to take college classes tuition free and accrue both high school and college credit for those classes.)

Students who are not graduating after four years of high school also have paid options available if they choose not to return to high school:

Paid Options

Paid options are available for students who are NOT graduating after four years of high school and want to meet their high school graduation requirements. The options are:

- 1. Enroll in a Community and Technical College High School Completion Program:** A number of community colleges in the state offer high school completion programs, providing students with a high school diploma *from the college*. Students must drop out of their resident high school to enroll in these programs. In most cases, students are charged tuition and fees for enrollment, although the colleges have the authority to waive tuition and fees for students 19 and older. Students 16 to 18 years of age must have a signed release from their resident school district in order to enroll in a community college high school completion program.

Options for Students Not Graduating After Four Years of High School, continued

- 2. Pursue a General Education Development (GED) Certificate:** Students 16 and older may earn a GED certificate by passing all of a series of tests offered through a GED program. In order to take the tests, students must have dropped out or withdrawn from their resident high school. State community and technical colleges are the official testing centers for the GED. Students pay fees for the tests and may have to pay tuition and fees for GED preparation courses offered through community and technical colleges. The certificate is not equivalent to a high school diploma, and students who earn a GED certificate are considered dropouts for high school accountability purposes. However, students who are under 21 years of age and who have a GED certificate can still fulfill their high school graduation requirements and get their diploma. (See Free Options No. 1 and 2 above.)
- 3. Enroll in a Public Two- or Four-Year College or University:** None of the public colleges and universities in Washington requires that students have a high school diploma in order to be admitted, although a high school diploma significantly increases the chances of admission to the state's four-year institutions. Students without high school diplomas who enroll in colleges and universities pay full tuition and fees like all other students. Students who do not have a high school diploma or GED certificate may not be eligible for certain federal, state and private financial aid.

Transferring Into Washington State Public Schools

Kindergarten Enrollment

A child must be 5 years old on or before midnight, August 31, to enter kindergarten. A copy of your child's birth certificate and proof of immunizations are required to register your student for school.

A parent or legal guardian should accompany students when registering and bring:

- Proof of age (e.g., birth certificate or passport);
- Health history (including immunization records);
- Proof of residency (e.g., utility bill, tax statement);
- Parent's/guardian's telephone numbers (day and evening);
- Name, address and phone number of child's doctor and dentist;
- The child's immunization records; **AND**
- Withdrawal form or report card from the last school attended.

What do I need to register?

1. **Proof of Age:** A birth certificate or other official verification of age (such as a passport, visa or DSHS Medicaid voucher) is required for students who have not previously enrolled in school. Kindergarten students must be 5 on or before midnight August 31; first graders must be 6. School districts may adopt regulations that provide for individual exceptions to these entry qualifications. If a certified copy of the child's birth record cannot be obtained, the person enrolling the child must submit a sworn statement setting forth the child's age and explaining the inability to present a certified copy of the birth record.

2. **Health History:** The initial attendance of every student at every public school who has a life-threatening health condition is conditioned upon the presentation by the parent of a medication or treatment order addressing any life-threatening health condition the child has that may require medical services to be performed at the school and a formulation of a nursing plan to implement the order.

The parent shall also provide any medication or equipment identified in the medication or treatment order necessary to carry out the order, unless the school district is required to provide the medication or equipment as a related service under federal law. [WAC 392-380-045](#), [WAC 392-380-050](#). Please come prepared to share information such as the name, address and phone number of your child's doctor and dentist.

3. **Proof of Residency:** Proof of residency shows you live within the service area for that school/district. For example, a rental agreement, a utility bill from your current residence or your driver's license that shows your current address.

If a child has no regular, fixed residence but resides within the school district in a temporary shelter, institution or place not ordinarily used as a residence, the school district may determine that a street address, route number or post office box number, cannot be provided. The school district may accept an alternative form of address that it considers appropriate.

Transferring Into Washington State Public Schools, continued

- 4. Parent's/Guardian's Telephone Numbers:** Contacting a student's parent/guardian in case of emergency or to communicate other important information related to your child's status requires the school to have the ability to contact you between the time your child leaves home to go to school and the time he or she returns home after school and associated activities.
- 5. Student Immunization Records:**

A Washington State Certificate of Immunization (www.doh.wa.gov/YouandYourFamily/Immunization/FormsandPublications/Forms.aspx) must be completed with the month, day and year of inoculation on the day of registration. Vaccines (apps.leg.wa.gov/wac/default.aspx?cite=392-380-045) are required for school in grades K–12. Visit your local Regional Health District (www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions.aspx) or family physician for more information about immunizations. Specific information about a medical, religious, philosophical or personal exemption from immunizations is available from the school district in which you wish to enroll your child.
- 6. Report Card or Withdrawal Form From Previous School:** Student enrollment in appropriate classes is made easier by enabling the new school to have as much information about the student and their education progress prior to the transfer. School report cards, progress reports and transcripts are very helpful in making sure your child is placed in the right classes.
- 7. Expulsion Statement:** When a student is registered, the parent/guardian must provide a sworn statement about whether the child has been expelled. The statement must indicate whether the child has been expelled from attending a private school or another public school in Washington or a school in another state for an offense involving weapons, alcohol or drugs, or for willful infliction of injury to another person.
 - A. What are the education options for students who have been expelled?**

Students who have been expelled often have great difficulty finding a way to complete a high school diploma. There are several options available:

 - i. Students may apply for re-admission to the district they were expelled from, and under some circumstances, may be allowed to return if they meet certain conditions such as substance abuse counseling.
 - ii. Application may be made to nearby districts as a non-resident student. Districts may reject applications based on an expulsion of 10 or more days, but must also allow the non-resident student to use the same re-admission procedures available to resident students.
 - iii. Some students will find online schools an option, but they will again be making non-resident application and may face rejection based on their discipline.

Transferring Into Washington State Public Schools, continued

B. Is my child expelled from all schools in Washington?

No, unless the expulsion was for a firearm. Washington's school districts are each a separate entity, and an expulsion from one district does not automatically apply to all other districts. A district can reject a non-resident application based on an expulsion that exceeds 10 days, but a district cannot refuse to enroll a resident student who has been expelled from a previous district unless the expulsion was for a firearm. A district may, however, determine the best placement for a new student (such as an alternative school), or possibly place reasonable restrictions on the student at the time of enrollment (such as a behavior plan).

Resources

- **Military Students on the Move: A Toolkit for Military Parents**

www.k12.wa.us/MilitaryKids/Resources.aspx

This toolkit for military parents is one of three toolkits prepared by the Department of Defense to help parents, installation commanders and school leaders make the school transition for military children as smooth as possible.

- **Guidance for Families About Special Education Services**

www.k12.wa.us/SpecialEd/Families/default.aspx

Family involvement has a positive impact on educational outcomes for all students. To support family involvement in special education, OSPI provides web visitors with user-friendly information and resources on various special education topics.

- **Immigrant Students' Rights to Attend Public Schools**

www.k12.wa.us/MigrantBilingual/ImmigrantRights.aspx

The U.S. Supreme Court ruled in *Plyler vs. Doe* (457 U.S. 202 (1982)) that undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents. Like other children, undocumented students are obliged under state law to attend school until they reach a mandated age.

Transferring Into Washington State Public Schools, continued

Questions About School Enrollment

1. How do I begin enrolling my child in school for the first time?

If this is the first time your child will be enrolling in any school, **call the school** and ask what you must bring with you to enroll your child. At a minimum, most schools require the following documents: birth certificate, proof of custody/guardianship (documentation that determines where the child resides and who has decision-making authority), proof of residency and record of immunizations.

2. What do I do if my child is transferring from one school to another?

Call the school your child last attended and ask them to prepare a packet of information for you to take to the new school, including information such as a copy of the immunization record as well as other information that will help your student get into the right educational programs and classes. Tell them the last day your child will attend school and ask if you may pick up the packet, or if it can be mailed to you or the new school, or be brought home to you by your child. The packet will contain all the information you need to enroll your child in the new school. Washington schools do have the ability to electronically transfer some of this information.

Call your child's new school and schedule an appointment. Be sure you bring any packet you received from the previous school. The appointment will ensure that time is set aside to speak with you and to answer any questions you may have. Also ask what items you need to bring with you to enroll your child in the new school.

3. Why is proof of custody/guardianship required?

Proof of custody/guardianship is required to identify who is legally responsible for the child and who can be contacted in case of an emergency. This tells the school who can make educational decisions for the child. Each local school system determines which documents will be accepted as proof (e.g., a court order, a separation or divorce decree, parenting plan or a birth certificate that identifies the parents). **Call the school** and ask what documents are acceptable.

4. Why is proof of residency required?

The residence of the parents/legal custodian/guardian determines the child's right to attend the local public school. Acceptable proof of residency is established by each local school district. You should **call the school** where you plan to enroll the child to find out what will be accepted as proof of residency. Generally accepted documents are current rental agreement, current utility bills containing applicant's name and address or a current property tax bill.

5. Why do I need to bring proof of age?

Proof of age is particularly important the first time a child enrolls in school. It helps determine which services and programs are available to the child. The mandatory attendance law applies to children between the ages of 8 and 18.

A birth certificate and other documents as determined by each local school system may be used as proof of age. A copy of your documentation will be made by the school and attached to your child's

Transferring Into Washington State Public Schools, continued

record. **Call the school** to see what document other than the birth certificate will be accepted as proof of age.

6. Why do I need to bring immunization records?

All children need to have an up-to-date copy of immunization records to be enrolled in and attend school. If your child's immunizations need to be updated and you can bring written proof of an appointment within 20 days to obtain the immunizations, you may temporarily enroll your child pending receipt of the required immunizations. Your doctor or health clinic can provide the DOH Form 348-013 for you to take to the school. Or you may download it from the Department of Health website: www.doh.wa.gov/YouandYourFamily/Immunization/FormsandPublications/Forms.aspx.

7. Why do I need to bring the current Individualized Education Program (IEP) for my child who receives special education services?

This will ensure that your child receives, at the new school, the appropriate special education services and related services, that were specifically developed for your child. It will also provide the school with the dates for the annual IEP review of your child's program, as well as any re-evaluations that may be required.

8. Do I need to bring the most recent report card and/or withdrawal grades?

This information is very helpful in matching up a continuing program for your child. It tells the school what courses your child was taking and may indicate the instructional level. For elementary children, it may indicate the reading or math series with which your child was being taught. For high school students, it may indicate credit earned and/or graduation requirements which have been met.

Immigrant Students' Rights to Attend Public Schools

The U.S. Supreme Court ruled in *Plyler v. Doe* (457 U.S. 202 (1982)) that undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents. Like other children, undocumented students are obliged under state law to attend school until they reach a mandated age. As a result of the *Plyler* ruling, public schools may not:

- Deny admission to a student during initial enrollment or at any other time on the basis of undocumented status.
- Treat a student differently to determine residency.
- Engage in any practices to “chill” the right of access to school.
- Require students or parents to disclose or document their immigration status.
- Make inquiries of students or parents that may expose their undocumented status.
- Require Social Security numbers from all students, as this may expose undocumented status.

Students without Social Security numbers should be assigned a number generated by the school. Adults without Social Security numbers who are applying for a free lunch and/or breakfast program on behalf of a student need only indicate on the application that they do not have a Social Security number.

Changes in the F-1 (Student) Visa Program do not alter the *Plyler* obligations to undocumented children. These changes apply only to students who apply for a student visa from outside the U.S.

Finally, school personnel—especially building principals and those involved with

student intake activities—should be aware that they have no legal obligation to enforce U.S. immigration laws. (U.S. Supreme Court, 1982)

More Information

[Plyler v. Doe, 457 U.S. 202](#)

Wikipedia link. In *Plyler v. Doe*, the Court found that states must educate children of undocumented immigrants, interpreting the equal protection clause of the 14th Amendment to apply to anyone who lives in the U.S., regardless of citizenship.

[Lau v. Nichols, 414 U.S. 563](#)

Wikipedia link. In *Lau v. Nichols*, the Court found that school districts not providing their limited English proficient students with language-assistance programs were violating Title VI of the Civil Rights Act. *Lau v. Nichols* mandates special language assistance to all limited English proficient children.

[Help Ensure that Immigrant Students Have Access to Educational Opportunities](#)

(English-Spanish handout)

Handouts Available Online

Graduation Requirements and State Testing Checklists

www.k12.wa.us/Resources/pubdocs/GradChecklist.pdf

A worksheet, by graduating class, to ensure state and local credit and testing requirements have been met. Also, an FAQ on how to meet the requirements.

Overview of Certificate of Academic Achievement Options

www.k12.wa.us/Resources/pubdocs/CAAOptionsOverview.pdf

The CAA Options and how students access them.

Meeting the Math Graduation Requirement

www.k12.wa.us/Resources/pubdocs/MeetingMathRequirement.pdf

All that entails meeting the state's Math graduation requirement.

State Testing 2013

www.k12.wa.us/Resources/pubdocs/StateTesting.pdf

Overview the state testing system, including the Measurements of Student Progress (MSP) and High School Proficiency Exam (HSPE) and end-of-course (EOC) exams.

Options for Students Not Graduating After Four Years of High School

www.k12.wa.us/Resources/pubdocs/Non-Grad_Options.pdf

All the options and supports available to students to continue their education until a diploma is earned.

Parent/Guardian Access to Their Child's State Test Booklets and How to File a Score Appeal

www.k12.wa.us/Resources/pubdocs/ReviewTest_Appeal.pdf

How parents/guardians can request their child's test booklet, what to expect after submitting a request and when a score appeal can be filed.

How Students in Special Education Participate in State Testing

www.k12.wa.us/Resources/pubdocs/SpecialEdTesting.pdf

State testing options available to students in special education.

More Information

State Testing

- www.WAtesting.com
- statetesting@k12.wa.us

State Graduation Requirements

- www.k12.wa.us/GraduationRequirements
- www.sbe.wa.gov
- gradreq@k12.wa.us