

Everett Public Schools Home Country High School Diploma Process

It is important to determine the best placement for students, whether it is in the Everett Public Schools or in a post high school institution.

ESSENTIAL QUESTION

Do the credits from the student's transcript(s) MATCH the state's minimum high school graduation requirements?

REFERENCES

There is an enrollment exclusion that states a student who has met the state's minimum graduation requirements cannot be claimed for state funding. Therefore, the student may not be enrolled in the Everett Public School System.

1. WAC 392-121-108, Definition-Enrollment exclusions in part states:
 - A person who qualified for any of the exclusions set forth in this section shall not be counted as an enrolled student pursuant to WAC 392-121-106.
 - (4) Graduates – A student who has met the state's high school requirements (as outlined in WAC 180-51-068) by the beginning of the school year.

Here are links to the WACs referred to above:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-108>

<http://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-106>

<http://apps.leg.wa.gov/WAC/default.aspx?cite=180-51-068>

2. Please use the state's Graduation Requirement Checklist to analyze student transcript(s) when calculating the number of credits they have earned from their home country. Make sure to use the checklist that corresponds to the student's federal graduation year. The federal graduation year is based on the student's age and the corresponding cohort year.

Here is a link to the state graduation checklists:

<http://www.k12.wa.us/graduationrequirements/GraduationChecklists.aspx>

PROCESS

1. **Formal Transcript Review:** Check the language the foreign transcript(s) is written in. If it is in English, send the transcript to the EL Success Coordinator who will complete the OSPI graduation requirement checklist. If it is not in English, follow the foreign transcript review process by sending the transcript(s) to the District EL Facilitator to be translated. When the transcript(s) have been translated, the EL Success Coordinator will complete the graduation requirement checklist. During this process, the student may attend school.

A. If the student's transcript(s) meet the state's high school graduation requirements, the student is not eligible to remain in high school. The EL Success Coordinator and/or counselor can assist with a transition plan to a post high school institution such as a community college. The timeline for this step may take between two weeks to one month.

In the EL monthly report forms, mark the student with the withdraw code FD. In addition, send a copy of the Graduation Requirement Checklist and Process Checklist to the District EL Facilitator, place a copy in the student's cumulative file, and keep the original in the EL classroom file for these students or in the classroom file set up for students who have not been officially enrolled in the EL program.

B. If the student's transcripts do not meet the state's high school graduation requirements, the student is eligible to remain in a K-12 public school. In the EL monthly report form, the student would be counted as a new student if they are new. However, if the student has been attending, no change is needed in monthly reporting. Send a copy of the state's Graduation Requirement Checklist and EPS Process Checklist to the District EL Facilitator, place a copy in the student's cumulative file, and keep the original in the EL classroom file for these students.

In addition, the student needs to be removed from any monthly FTE enrollment counts.

2. **Oral Review:** If the student has no formal transcripts, but they say they have a diploma from their home country, the EL District Facilitator will conduct an oral transcript review. Upon completion, the EL Success Coordinator will follow the same procedures outlined above for students with formal transcripts.
3. **Home Country High School Diploma Process Checklist:** Here is a link to the state's Graduation Requirement referred to above:

EPS Foreign Diploma Process Checklist

Audience

- Registrars
- Records Secretary
- Counselors
- EL Success Coordinators
- Success Coordinators

1. **Read** Home County High School Diploma Process document.
2. **Review** student's transcript(s).
3. If transcript(s) are in English, **provide** to EL Success Coordinator.
 - a. EL Success Coordinator use the OSPI **Graduation Requirement Checklist** to determine if student's transcript(s) meet the state's high school graduation requirement.
 - b. **If student meets** the states requirement, the student will need to be withdrawn in eSchoolPlus with the FD withdraw code and change the entry code to FD.
 - c. **Send** an email to Deb Ritchhart, Jeanne Willard, Karen Sullivan and Senja Yakovleff providing them with:
 - i. Student Name
 - ii. Student ID
 - iii. Withdraw Date
 - d. **Fill out** the EL monthly report form using the FD withdraw code.
 - e. **Send** an email to the school records secretary and Karen Buchmann to remove student from all monthly enrollment counts.
 - f. **Establish** a transition plan for the student.
4. If the student's transcript(s) **do not meet** the state's high school graduation requirement, the student is eligible to remain in school
 - a. EL Success Coordinator **completes** the EL process for enrolling students.
5. **If the foreign transcript is not in English, forward** the transcripts to the EL District Facilitator so they can be sent in to be transcribed into English. When this is done, start the above process
6. If the student has **no formal transcript(s)**, an oral review will be **conducted** by the EL District Facilitator.
 - a. The EL Success Coordinator will **follow** the same procedures outlined above for students with formal transcripts.