



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Graduation Exemption and Partial Credits

NUMBER: BUL-076310

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DATE: September 25, 2019

ROUTING

All Employees
All Locations

PURPOSE: This Bulletin outlines policies, procedures and guidelines for schools to determine student eligibility and qualification for graduation exemptions and the process for issuing and receiving partial credits. These legal requirements and corresponding policy guidelines aim to mitigate systematic barriers to high school completion for the identified student groups who are historically more likely to experience high mobility and school changes. Our students who experience school changes while in high school are at disproportionate risk for school failure and dropout. This policy supports our District goal to ensure that all L.A. Unified students can achieve high school graduation.

MAJOR CHANGES: This Bulletin replaces graduation exemption and partial credit guidance outlined in Section 1, F and 1, G of Policy BUL-6718, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*, dated August 1, 2016.

EC § 51225.2 has been amended to extend graduation exemption and partial credit processing provisions to additional student populations.

The protocol to calculate partial credits has been updated.

GUIDELINES Educational Code (EC) sections 51225.1 and 51225.2 require school districts, county offices of education, and charter schools to exempt students from all locally adopted graduation requirements when the school determines that students in foster care, students experiencing homelessness, former juvenile court school pupil, military family students, migratory students, and newcomer students are not reasonably able to complete the local graduation requirements within four years, or the option of a fifth year, of high school and they transferred between schools any time after the completion of the second year of high school. These sections also require that school districts, county offices of education, and charter schools accept or issue eligible students full or partial credit for coursework completed while attending another school, even if students did not complete the entire course.



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I. GRADUATION EXEMPTIONS: ELIGIBLE STUDENTS

A. Legal Definitions

1. “Pupil in foster care” means a child who has been removed from his or her home pursuant to Section 309 of the Welfare and Institutions Code, is the subject of an open court case filed under Section 300 or 602 of the Welfare and Institutions Code, or has been removed from his or her home and is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code. These situations are typically case managed by the Department of Children and Family Services.
2. “Pupil who is a homeless child or youth” means a pupil who meets the definition of “homeless child or youth” in Section 11434a(2) of Title 42 of the United States Code. Federal and State Law mandate that all school districts identify Homeless students annually. L.A. Unified uses the Student Housing Questionnaire (SHQ) to identify eligible students experiencing homelessness and provide support services. Pursuant to the federal McKinney-Vento Homeless Assistance Act (42 USC. Sec 11301 et seq.). “Homeless” is defined as individuals who lack a fixed, regular, and adequate nighttime residence.
3. “Former juvenile court school pupil” means a pupil who, upon completion of the pupil’s second year of high school, transfers to a school district or charter school, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school.
4. “Pupil who is a child of a military family” means a school-aged child or children, enrolled in Kindergarten through Twelfth (12th) grade, in the household of an active duty member. “Active duty” means: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.
5. “Pupil who is a migratory child” is a “Currently migratory child,” or is a child who has moved with a parent, guardian, or other person having custody, from one school district to another, either within the State of California or from another state, within the 12-month period immediately preceding his or her identification as such a child, in order that the child, a parent, guardian, or other member of his or her immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. “Currently migratory child,” includes a child who,



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without parent or guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.

6. “Pupil participating in a newcomer program” means a pupil who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant pupils that has as a primary objective the development of English language proficiency.
7. “Parent” means a parent, legal guardian, or educational rights holder (ERH).

B. Identification of Students

For additional information and guidance to support the identification of eligible students, please refer to Attachment D, Local Graduation Requirements Exemption EC § 51225.1 & 51225.2) – Overview of Eligible Students.

II. GRADUATION EXEMPTIONS: PROVISIONS

An eligible pupil in foster care, experiencing homelessness, a former juvenile court school pupil, a pupil who is a child of a military family, or a pupil who is a migratory child, as defined above, who transfers between schools any time after the completion of the pupil’s 2nd year of high school (equivalent of 4 semesters -periods of non-enrollment may count, earned 105 credits, or completed the equivalent of two years of coursework, whichever makes the pupil eligible) or a pupil participating in a newcomer program, as defined above, who is in the pupil’s third or fourth year of high school qualifies for the exemption from all local coursework and other requirements adopted by the school district that are in addition to California coursework requirements for graduation, unless the District determines that the pupil is reasonably able to complete the local graduation requirements by the end of the student’s 4th year of high school.

III. GRADUATION EXEMPTIONS: ELIGIBLE STUDENT POPULATIONS AND QUALIFICATION

Once a school identifies that a student is a member of an eligible student population, they must determine if the student qualifies for the graduation exemption. (Attachment A – Graduation Exemption for Eligible Students Evaluation Worksheets).



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Eligibility Checklist:

Student must meet the criteria defined in boxes 1 – 4 below:
<p>1. Student meets legal definition under EC § 51225.2 to be considered part of the identified population. Indicate all applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pupil in foster care <input type="checkbox"/> Pupil experiencing homelessness <input type="checkbox"/> Pupil who is a child of a military family <input type="checkbox"/> Pupil who is a migratory child (<i>Student is identified by Migrant Ed program and has moved for the purpose of temporary/seasonal employment in agriculture or fishing within the past 12 months since being identified.</i>) <input type="checkbox"/> Former juvenile court school pupil <input type="checkbox"/> Pupil participating in a newcomer program
<p>2. Pupil has completed 2 years of high school (or equivalent):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equivalent of 4 semesters (periods of non-enrollment may count), earned 105 credits, or completed the equivalent of two years of coursework, whichever makes the youth eligible <input type="checkbox"/> Or pupil participating in a newcomer program is in the third or fourth year of high school.
<p>3. Pupil:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transferred between schools or school districts, after their 2nd year of high school. (<i>Student must meet criteria in box 1 at time of transfer.</i>) <input type="checkbox"/> Or is participating in a newcomer program and is in the third or fourth year of high school.
<p>4. Pupil is not able to complete the L.A. Unified School District graduation requirements within 4 years of high school.</p>

IV. GRADUATION EXEMPTION:

Students eligible for a graduation exemption have two options:

1. Decline the graduation exemption and utilize a 5th year or beyond to complete the L.A. Unified School District graduation requirements:
If a student that qualifies for an exemption is reasonably able to complete the district’s graduation requirements within a 5th year of high school:
 - a. Notify the student and parent about their eligibility and discuss the effect the exemption may have on his or her ability to gain



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admission to postsecondary educational institutions. See Attachment B-Graduation Exemption / Partial Credit Eligibility and Verification Form.

Determination of Parent: Most of our students have parents and/or legal guardians who retain the right to make educational decisions. Under some circumstances, a court appoints an educational rights holder (ERH), other than a parent, legal guardian and/or unaccompanied youth. ERH's are individuals with the legal authority to make education decisions and access educational records.

If there is information to suggest that there is an ERH (e.g. court documents, non-relative caregiver), school personnel may contact Student Support Programs, Student Health and Human Services (213) 241-0761 for support and consultation.

- b. Permit the student to attend a 5th year/or beyond of high school to complete the district's graduation requirements upon agreement with the student, if the student is 18 years or older, or with the parent if the student is under 18 years of age.
2. Accept the graduation exemption to earn a diploma by completing the California Department of Education's (CDE) minimum high school graduation requirements:
 - a. Students may graduate by fulfilling the CDE's minimum high school graduation requirements (more information in Section 5, below).
 - b. Students that qualify for the exemption and complete the CDE's graduation requirements before the end of their 4th year in high school are entitled to remain in attendance in their school. The school shall not require or request that the students graduate before the end of their 4th year of high school.
 - c. Schools must notify students that any course requirements waived will affect the pupil's ability to gain admission to a postsecondary education institution and shall provide information about transfer opportunities available through the California Community Colleges.

V. CDE MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

The minimum graduation requirements as required by the CDE are the following number of courses in the subjects specified, *each course having a duration of one year*, unless otherwise specified. Refer to <https://www.cde.ca.gov/ci/gs/hs/hsgtable.asp> for more information.



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Students must complete the CDE requirements with a grade of “D” or better. In many cases, completion of an “a-g” course will also satisfy the CDE requirement.

VI. GUIDELINES FOR GRADUATION EXEMPTIONS

1. Schools must notify the parent, the youth, and the youth’s social worker (for students in foster care) within 30 days of a transfer of the exemption and whether the student qualifies for the exemption (Attachment B- Graduation Exemption / Partial Credit Eligibility and Verification Form).
2. Students who meet eligibility as defined by EC §51225.1 and 51225.2 shall not be required to accept the exemption and are entitled to remain in attendance at their school. Students may not be denied enrollment, or the ability to complete courses, for which they are otherwise eligible, including courses necessary to attend an institution of higher education.
3. An eligible student that qualifies for the exemption and previously declined, may request the exemption at a later date, and the school shall grant the request.
4. If an eligible student that qualifies for the exemption accepts the exemption option, a school shall not revoke the exemption even if the original eligibility status changes later.
5. Schools, officials, students, parents, social workers, or probation officers shall not require or request that students from eligible populations transfer to another school to qualify for the exemption.
6. Schools must review the student’s records with the parent, the youth, and the youth’s social worker (if applicable) to evaluate options for meeting graduation requirements.
7. If the school fails to provide timely notice, and the pupil qualifies, the pupil shall be eligible for the exemption from local graduation requirements once notified, even if that notification occurs after the student’s eligibility status has changed (EC § 51225.1).
8. If a student that is eligible for an exemption is reasonably able to complete L.A. Unified School District graduation requirements within a four-year time frame, they do not qualify for the graduation exemption and will continue to fulfill all L.A. Unified School District graduation requirements.

Please note that for purposes of determining whether a youth could complete all L.A. Unified School District graduation requirements within 4 years of high school, schools cannot count additional classes a youth may enroll in through summer school, adult school, continuation school, or independent study.



VII. PARTIAL CREDITS

1. Overview of the Law
(CA EC §§ 48645.5(a), 48853.5, 49069.5, 51225.2, 56845.5)

The Education Code provides that all students are entitled to partial credit for completed coursework. Students identified in the specialized student populations noted in Section I who transfer high schools mid-semester have a right to receive full or partial credits, based on enrollment, for all work satisfactorily completed before transferring schools.

Upon withdrawal, a sending school must issue grades and full/partial credits on an official transcript. A student's grades may **not** be lowered because of absences caused by placement changes, court appearances or court ordered activities. The official transcript must be sent to the receiving school within two (2) business days of receiving a request for records for students who are identified in the specialized student populations noted above. The receiving school must accept all grades and full/partial credits upon enrollment, apply them to the same or equivalent (meeting the same graduation requirement) courses, if applicable, and enroll the youth in the same or equivalent course. Students may not be required to retake any portion of a course already completed if it would prevent them from remaining on track for high school graduation.

2. Procedures for Sending School: Awarding Partial Credits Upon Withdrawal.

- a. Work with Teachers to Gather Grades

When notification is provided that a student will be transferring schools, disenrolls, or the parent, caregiver, or county children's social worker (CSW), e.g. DCFS, indicates that the youth will not be returning to that school site, the school should gather a list of all classes/courses the youth is/was enrolled in and each course's corresponding graduation requirement.

School personnel shall verify that each teacher has issued a grade evaluating the youth's work while enrolled in the course. The grade determined on the student's last day of enrollment shall be considered final. School personnel shall input the course name, corresponding graduation requirement, and check out grades onto Attachment C - Withdrawal Worksheet for Partial Credit Determination.



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b. Determine Attendance and Weeks Enrolled

School personnel should identify the date the student checked in and the date the student checked out. Count the number of complete weeks of enrollment. School personnel should input the number of weeks enrolled onto Attachment D - Withdrawal Worksheet for Partial Credit Determination.

Steps to Count Weeks of Enrollment:

1. Determine the enrollment date.
2. Use the calendar to see what day of the week corresponds with that date.
3. Count weeks.
Example: If a child checked in on a Monday, count Monday to Monday as week 1.
4. Repeat until check out date. Only use complete weeks in assigning credits.
Example: If a student was enrolled for 5 complete weeks and 2 days, use 5 weeks to assign credit.

c. Determine the Partial Credits Earned

Traditional 2 Semester Calendar: 0-20+ Weeks	
Semester Weeks	Credits Assigned
0-1	0.5
2-3	1
4-5	1.5
6-7	2
8-9	2.5
10-11	3
12-13	3.5
14-15	4
16	4.5
17+	5

4x4 Calendar: 0-10+ weeks	
Semester Week	Credits Assigned
0-2	1.0
3-4	2
5-6	3
7-8	4
9-10+	5



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Option Schools: Mark reporting for option schools is aligned with course completion.	
Every 5% of course completed = 0.25 credits.	
% of course completed	Credit Assigned
5% of course completed	0.25
10% of course completed	0.5
15% of course completed	0.75
20% of course completed	1
25% of course completed	1.25
30% of course completed	1.5
35% of course completed	1.75
40% of course completed	2
45% of course completed	2.25
50% of course completed	2.5
55% of course completed	2.75
60% of course completed	3
65% of course completed	3.25
70% of course completed	3.5
75% of course completed	3.75
80% of course completed	4
85% of course completed	4.25
90% of course completed	4.5
95% of course completed	4.75
100% of course completed	5

For information on how to input partial credits in MiSiS visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids to find *Entering Partial Credits to Transcripts* for instructions.

- d. Update Official Transcript
School personnel shall add all grades and partial credits earned to the student’s official transcript. This should be completed either upon withdrawal (and given to the student and the adult disenrolling them) and/or forwarded to a student’s new school within two (2) business days of receipt of the request for records.
3. Procedures for Receiving School: Accepting Partial Credits Upon Enrollment.



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a. Request Records

Within two (2) business days of the student's enrollment, school personnel shall request all records from the sending school. For high school students who have attended more than one previous high school, school personnel shall request an official transcript from each high school attended. The enrolling school is responsible for overseeing the compilation of past credits from the previous schools to provide a comprehensive high school transcript.

b. Review Official Transcript(s) for Partial Credits

School personnel shall review the student's official transcripts from all prior schools and compare all transcripts to the student's school history, including their attendance records, to determine whether partial credits were correctly issued for all time frames in which the student attended each high school.

c. Gather Missing Partial Credits

If the student was not properly awarded partial credits from any prior high school, the school shall send the Receiving School Partial Credit Request Letter (Attachment D) and follow up with the sending school's counselor, registrar, or the school's assigned designee to ensure a new official transcript is issued, which includes the proper full and/or partial credits.

d. Transfer Grades/Credits to L.A. Unified School District Transcript

School staff shall transfer all grades (check out and final) and full or partial credits earned from a student's previous high school(s) to an L.A. Unified School District official transcript, applying grades and full or partial credits to the same/equivalent courses. If a previous school considered a class or grade as satisfying a state graduation requirement, the receiving school must apply the partial credits to the same/equivalent courses.

The receiving school may not count core class credits as elective credits (unless the youth has already completed the graduation requirement). All credits and grades issued by prior schools shall be recorded on the student's cumulative record, in the student information system (MiSiS), and on the youth's official L.A. Unified School District transcript.

e. Enroll Youth in Same/Equivalent Classes

School personnel shall enroll the student in the same/equivalent classes as those attended at the sending school. If it is unclear as



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to which class is equivalent, school personnel shall contact the sending school's registrar or counselor and ask for the course equivalent. The receiving school may request a written description or syllabus for any such class. Per District policy, school staff may consult the UC a-g course list website (<https://hs-articulation.ucop.edu/agcourselist>), which provides A-G course listings. For more information refer to BUL-076308, *Graduation Requirements for the Classes of 2020-2023*.

If the student has partial credits (fewer than 5 credits) in any course, school personnel shall make every attempt to assist him or her with completing the course(s) to receive full credit at the local high school (e.g., online credit recovery programs, summer school). A student can enroll full-time or concurrently at an alternative school site (e.g., adult school, continuation, school, or community college) with the consent of the parent/legal guardian/ERH. A student cannot be required to attend a continuation or alternative school to complete any remaining partial credits. Schools may not require a student to retake any portion of a course already completed if it would prevent the student from remaining on track for high school graduation. Parent/legal guardian/ERH permission must be received prior to requiring a student to retake any portion of a course previously completed. Schools must not prevent a student from taking or retaking and A-G required course for purposes of UC/CSU admissions eligibility. (EC §§ 48853.5, 48432.3, 48432.5, 51225.2)

For more information on available online credit recovery programs please contact the Local District Counseling Coordinator.

f. Issue Additional Grades and Partial Credits at the End of the Semester

At the end of the current grading period, once final grades are posted, school personnel shall calculate the remaining partial credits owed based on the number of weeks the student was enrolled in the receiving school. Add all grades and partial credits earned to the student's official transcript. Grades and partial credits previously awarded by the sending school for the current grading period should not be removed or averaged with the student's grades and partial credits at the receiving school. Students shall be awarded credits and grades for all courses passed at the receiving school, even if the student did not earn a



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passing grade or any partial credits at the sending school. Refer to MiSiS Job Aid – *Entering Partial Credits to Transcripts*.

AUTHORITY: Education Code sections 35160, 48645.5(a), 48853.5, 49069.5, 51225.2, and 56845.5.

RELATED

RESOURCES: BUL-076308, *Graduation Requirements for the Classes of 2020-2023*.

BUL-6718, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*, dated August 8, 2016.

ASSISTANCE:

Division of Instruction, Academic and Counseling Services	213-241-7510
Student Health and Human Services, Student Support Programs	213-241-0761
Multilingual and Multicultural Education Department	213-241-5582
Migrant Education Program	213-241-0510



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ATTACHMENT A

GRADUATION EXEMPTION FOR ELIGIBLE STUDENTS (EC § 51225.2) Evaluation Worksheet

Student [Last, First, Middle Initial]:	
Date of Birth:	Grade:
Current School of Attendance:	
Mandatory Evaluation Timeline: <ul style="list-style-type: none"> • Date of school entrance/transfer in date: _____ • Deadline to notify student of eligibility (30 days from check-in) is: _____ • Date of this evaluation: _____ 	
Student must meet the criteria defined in boxes 1 – 4 below:	
1. Pupil meets the legal definition of identified population(s) under EC § 51225.2: <ul style="list-style-type: none"> <input type="checkbox"/> Pupil in foster care <input type="checkbox"/> Pupil experiencing homelessness <input type="checkbox"/> Pupil who is a child of a military family <input type="checkbox"/> Pupil who is a migratory child (<i>Student is identified by Migrant Ed program and has moved for the purpose of temporary/seasonal employment in agriculture or fishing within the past 12 months since being identified</i>) <input type="checkbox"/> Former juvenile court school pupil <input type="checkbox"/> Pupil participating in a newcomer program 	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Pupil has completed 2 years of high school (or equivalent): <ul style="list-style-type: none"> <input type="checkbox"/> Equivalent of 4 semesters (periods of non-enrollment may count), earned 105 credits, or completed the equivalent of two years of coursework, whichever makes the youth eligible <input type="checkbox"/> Or pupil participating in a newcomer program is in the third or fourth year of high school. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Pupil: <ul style="list-style-type: none"> <input type="checkbox"/> Transferred between schools or school districts, after their 2nd year of high school. (<i>Student must meet criteria in box 1 at time of transfer.</i>) Prior high school(s) attended: <ul style="list-style-type: none"> • Grade: _____ School: _____ • Grade: _____ School: _____ • Grade: _____ School: _____ <input type="checkbox"/> Or is participating in a newcomer program is in the third or fourth year of high school. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Pupil is not able to complete the L.A. Unified School District graduation requirements within 4 years of high school.	<input type="checkbox"/> YES <input type="checkbox"/> NO
If the answer to ALL FOUR questions is YES, then the student is ELIGIBLE	



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ATTACHMENT A

Evaluation Worksheets

L.A. Unified School District Graduation Requirement Evaluation Use this worksheet to determine if the student will be able to complete L.A. Unified graduation requirements in four years.								
COURSE:	Each box = 1 semester of coursework (5 credits) 1 Course = 1 full year of study (10 credits)							
A-G Requirements:								
(A) Social Studies 2 courses			World Hist.	World Hist.	U.S. History	U.S. History		
(B) English 4 courses	English	English	English	English	English	English	English	English
(C) Mathematics 3 courses	Algebra I	Algebra I	Math	Math	Math	Math		
(D) Lab Science 2 courses	Life Science	Life Science	Physical Science	Physical Science				
(E) LOTE 2 courses	LOTE 1	LOTE 1	LOTE 2	LOTE 2				
(F) Fine Art 1 course	Fine Art	Fine Art						
(G) Academic Elective 1 course	G Elective	G Elective						
Additional CDE Requirements not covered by A-G								
Social Sciences 1 additional course	Gov	Econ						
Physical Education 2 courses	PE	PE	PE	PE				
Other L.A. Unified School District Requirements								
Health 1 semester	Health							
Service Learning	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Career Pathway	<input type="checkbox"/> Yes <input type="checkbox"/> No							
210 Total credits required per L.A. Unified School District - ___ Total Credits Earned = ___ Credits needed to meet L.A. Unified School District graduation requirements								



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ATTACHMENT A

Evaluation Worksheets

Graduation Exemption Evaluation Use this worksheet to determine what the student needs to complete the CDE's graduation requirements.						
COURSE:	Each box = 1 semester of coursework (5 credits) 1 Course = 1 full year of study (10 credits) Please note: Elective credits do not count towards graduation requirements.					
English 3 courses	English	English	English	English	English	English
Social Studies 3 courses	World Hist.	World Hist.	U.S. History	U.S. History	Gov.	Econ.
Science 2 courses	Life	Life	Physical	Physical		
Mathematics 2 courses	Algebra I	Algebra I	Math	Math		
Physical Education 2 courses	PE	PE	PE	PE		
Visual & Perf. Arts, Foreign Lang, or Career Technical Education. 1 course = 2 semesters in same discipline.	VPA, FL, or CTE	VPA, FL, or CTE				
_____ Total credits required per CDE - _____ Total Credits Earned = _____ Credits needed to meet CDE graduation requirements						



**GRADUATION EXEMPTION / PARTIAL CREDIT
ELIGIBILITY AND VERIFICATION FORM**

TO: Parent/Legal Guardian /Educational Rights Holder: _____

Address: _____

TO: Student: _____

Address: _____

TO: Social Worker / Probation Officer (if applicable): _____

Address: _____

Student's Name: _____ Date of Birth: _____

School of Attendance: _____

Dear Student, Parent/Legal Guardian/Educational Rights Holder, and Social Worker/Probation Officer (if applicable):

Educational Code sections 51225.1 and 51225.2 require school districts, county offices of education, and charter schools to exempt students from all locally adopted graduation requirements when the school determines that students in foster care, students experiencing homelessness, former juvenile court school students, students who are children of military families, migratory students, and newcomer students are reasonably able to complete the local graduation requirements within a fifth year of high school and they transferred between schools any time after the completion of the second year of high school (for students participating in newcomer programs, the transfer is not required but the student must be in the third or fourth year of high school). These sections also require that school districts, county offices of education, and charter schools accept or issue these students full or partial credit for coursework while attending another school, even if the student did not complete the entire course.

It has been determined that the above-named student:

- is eligible (see options below)
- is not eligible for the graduation exemption



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ATTACHMENT B

The student is not eligible because:

- the student does not meet the legal definitions of eligible populations as defined by EC §51225.2
- the student is reasonably able complete the district requirements within four years
- the student did not transfer high schools after the completion of their second year of high school/is participating in a newcomer program and is not in the third or fourth year of high school.

Options for Eligible Students:

If the above-named student is eligible for the exemption, the student has the following graduation options:

- Decline the graduation exemption and utilize a 5th year or beyond to complete the L.A. Unified School District graduation guidelines
- Accept the graduation exemption option to earn a diploma by completing the CDE’s minimum high school graduation requirements

NOTE: Once a student is deemed eligible for a graduation exemption, the student will remain eligible for the exemption, and may opt in or out at any time.

Please be aware that if additional L.A. Unified School District graduation requirements are waived, this might affect the student’s ability to gain admission to a postsecondary educational institution, specifically UC or CSU schools, with the exception of the California Community Colleges. Students enrolling in California Community Colleges may transfer to a four-year university, once they have completed all pre-requisite courses.

Counselor/Administrative Designee Name: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

EC §§ 51225.1, 51225.2, 51225.3



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ATTACHMENT B

To the student's Parent/Legal Guardian/Educational Rights Holder:

If your student is eligible for the graduation exemption, please indicate which option you would like to choose and return this form to the student's school counselor at your earliest convenience. Doing so will assist the counselor in ensuring that the student is enrolled in the appropriate class. Please note that you can change your decision regarding the exemption at any time, up until graduation.

Please check one of the options below:

- Decline the graduation exemption and utilize a 5th year or beyond to complete the L.A. Unified School District graduation guidelines
- Accept the graduation exemption option to earn a diploma by completing the CDE's minimum high school graduation requirements

Print Student Name: _____

Student Signature: _____ Date: _____

School: _____ Grade: _____

Print Parent/Legal Guardian/Educational Right Holder's Name: _____

Parent/Legal Guardian/ Educational Right Holder's Signature: _____

Date: _____

Relationship to Student: _____

If you have any questions, please contact your Counselor at your school site.

Counselor Name: _____ Contact #: _____



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ATTACHMENT C

WITHDRAWAL WORKSHEET FOR PARTIAL CREDIT DETERMINATION

Student Name:	Date of Birth:	Age:	Grade:
District ID #:	Student State ID #:		
School Name:	Local District:		
Counselor Name:	Phone Number:		
Enrollment Date:	Withdrawal Date:	Last Day Attended:	
Reason for Withdrawing:			
Next School/District:			

Full/Credit Log

Type of Semester/Grading: <input type="checkbox"/> Semester <input type="checkbox"/> 4x4 / Mester <input type="checkbox"/> Option School				
Course Name	Corresponding Graduation Requirement	Check Out Grade**	Number of Weeks Enrolled	Number of Credits Earned

**A check out grade is the final grade issued by an individual teacher based on the student's cumulative work over the entire grading period while enrolled, including exam scores, home and class work, and participation.

Teacher Comments

Teachers can provide additional instructional information that may be useful for the student's teachers at the new school, such as standards/content covered while in your class.

Course Name	Teacher Name	Comments

Signature School Registrar / Counselor: _____

Date of Official Transcript Issued: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

ATTACHMENT D

(SCHOOL LETTERHEAD)
PARTIAL CREDIT REQUEST LETTER

Date:

TO: Registrar/Counselor: _____ School: _____

Address: _____

Re: Withdrawal Grades and Partial Credits Request

Student Name: _____ D.O.B: _____

Dear Registrar/Counselor: _____

Please be advised that _____, a student eligible for partial credits per EC § 48853.5, 49069.5, and 51225.2, recently enrolled in _____. Following the student’s enrollment, we sent a records request to _____ on the following date: _____.

After reviewing the student’s records, it appears that your school did not include grades and partial credits on the official transcript provided to our school.

Pursuant to Education Code sections 48853.5, 49069.5, and 51225.2, sending school districts have a responsibility to award partial or full credit to eligible students for all work satisfactorily completed while enrolled, enter them onto an official transcript, and forward the updated transcript to the student’s new school within two (2) business days. In order to ensure that we enroll the student into the appropriate courses, we request that you work with the student’s previous teachers and your school’s registrar to determine the appropriate grades and partial credits.

Please compile, complete and forward to our school an updated transcript for the student, which includes all grades and partial credits. We look forward to working with you to ensure that the student receives the support he/she needs to succeed in school. If you have any questions, please contact me at _____.

Thank you in advance for your assistance.

Sincerely,

School Registrar/Counselor



**Local Graduation Requirements Exemption (EDUCATION CODE 51225.1 & 51225.2)
Overview of Eligible Students**

Student	Legal Definition	How to Identify
Foster	<p>“Pupil in foster care” means a child who has been removed from his or her home pursuant to Section 309 of the Welfare and Institutions Code, is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code, or has been removed from his or her home and is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code.</p>	<p>Identification in MiSiS: MiSiS > Reports > Specialized Population Report.</p> <p>This report will generate a list of all currently enrolled students in grade TK – 12 who are currently and or were experiencing homelessness and/or had an open court case with the department of children or family services or experiencing homelessness in the last 4 years.</p> <p>The student’s program eligibility is identified with a record noted in MiSiS: Pupil in foster care: MiSiS > Census > Homeless or Out of Home Care</p> <p>Please note that this list identifies potentially eligible students and further review is required.</p>
Homeless	<p>A pupil who meets the definition of “homeless child or youth” in Section 11434a(2) of Title 42 of the United States Code</p>	<p>Identification in MiSiS: MiSiS > Reports > Specialized Population Report.</p> <p>This report will generate a list of all currently enrolled students in grade TK – 12 who are currently and or were experiencing homelessness and/or had an open court case with the department of children or family services or experiencing homelessness in the last 4 years.</p> <p>The student’s program eligibility is identified with a record noted in MiSiS: Pupil experiencing homelessness: MiSiS > Census > Homeless</p> <p>Please note that this list identifies potentially eligible students and further review is required.</p>



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D

Student	Legal Definition	How to Identify
Former Juvenile Court School Pupil	<p>“Former juvenile court school pupil” means a pupil who, upon completion of the pupil’s second year of high school, transfers to a school district or charter school, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school.</p>	<p>This information is not identified in our student identification systems.</p> <p>Options for verification: Student brings in transcripts or transfer paperwork from the Los Angeles County Office of Education (LACOE). Student/guardian/ERH/probation officer discloses information and you verify.</p>
Child of A Military Family	<p>Students who qualify for AB 365 are children of military families who meet the definition of “children of military families” under Section 49701. The definition is: a school-aged child or children, enrolled in Kindergarten through Twelfth (12th) grade, in the household of an active duty member.</p>	<p>MiSiS Identification: MiSiS > Look up student name > Click on Student > Enrollment > Military Family Members.</p>
Migratory Child	<p>A “pupil who is a migratory child” means a pupil who meets the definition of “currently migratory child” under subdivision (a) of Section 5441 which reads: “currently migratory child” means a child who has moved with a parent, guardian, or other person having custody, from one school district to another, either within the State of California or from another state within the 12-month period immediately preceding his or her identification as such a child, in order that the child, a parent, guardian, or other member of his/her immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services.</p>	<p>Student is identified by Migrant Ed program through an interview conducted by a trained and certified Migrant Education Technician. Please verify that this student has moved for the purpose of temporary/seasonal employment in agriculture or fishing within the past 12 months since being identified.</p> <p>Once the eligibility of a student is established, the MEP office will input an MSD number in <i>MiSiS</i>.</p> <p>Identification in MiSiS: MiSiS > Look up student name > Click on Student > Census drop down menu > Migrant.</p>



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D

Student	Legal Definition	How to Identify
Newcomer	A “Pupil participating in a newcomer program” means a pupil who is participating in a program designed to meet the academic and transition needs of newly arrived immigrant pupils that has as a primary objective of the development of English language proficiency.	Identification in MiSiS based upon the definition “foreign-born EL students who have been enrolled in a U.S. school for three years or less.” Identification in MiSiS: Reports > English Learner > English Learner Rosters. This report has a field that displays “EL years.” Newcomers must have a 3 or less listed.