Issuing Diplomas to Eligible Students Placed in a Residential Facility

May 26, 2022
Background and History
Definitions

- **Residential facility (the facility)**
  - a facility operated or administered by a state department or agency or political subdivision of the state pursuant to [Education Law 112](https://www.lawone.org/edi/edlaw/112) or a correctional facility as defined in [Correction Law 2(4)](https://www.lawone.org/edi/edlaw/2/4) which provides educational programming to youth aged 21 or younger who have not received a high school diploma and who are placed, committed, supervised, detained or confined at the facility

- **District of location**
  - the school district in which the facility where the youth is placed, committed, supervised, detained or confined is located

- **Credit granting school district**
  - the school district or local education agency providing an educational program and granting diploma credits to students placed in a residential facility

- **Diploma issuing district**
  - the school district that is determined to be responsible for the issuance of the diploma
Determination of Diploma Issuing District

Student’s educational program is provided by and completed at the residential **facility**

- District of location issues the diploma

A **school or district** other than the district of location is providing credit bearing coursework to the student

- Credit-granting school district issues the diploma
Residential Facility Responsibility

Once the student meets the diploma requirements, the facility must notify the diploma issuing district to confer the student’s diploma. This notification must be in writing and shall include:

- **Student records** (credits earned and assessment requirements met) from previous schools
- **Documentation of credits attested to by current or previous residential facilities per 8 CRR-NY 100.5(d)(5)(2)**
- **Summary of all academic credits earned and assessment requirements met**
Credit Attestation

The chief administrator of the residential facility attests the student:

- successfully completed a unit of study; and/or
- met the requirements for the award of:
  - credit by exam; and/or
  - make-up credit; and/or
  - credit for independent study; and/or
  - credit for online and/or blended courses
- was provided instruction by a certified teacher

8 CRR-NY 100.5(d)(5)(i)(b)(2), Transfer credit by attestation
Request to Issue a Diploma for a Student in a Residential Facility

Student Name: 
Date of Birth: 
State ID: 
Current Residential Facility: 
Former School/Facility: 

As the chief educational officer of this facility, I attest this student met the New York State diploma requirements. The following attachments are included:

☐ Student record including credit and assessment requirements earned at New York State regulated high school facilities.

☐ Documentation of credit attempted to by current or previous residential facilities as allowed by NYSED (Section 381.34).

Chief Educational Officer (Name): 
Phone: 

Chief Educational Officer (Signature): 
Date: 

Credit Requirements

English (4) 
Social Studies (4) 
Science (3) 
Mathematics (3) 
World Language (1) 
Arts (1) 
Electives (3.5) 
Physical Education (2) 
Health (1) 

Sequence for Advanced Designations

Arts, CTE, World Languages, English (3 credits in all). 

NOTE: Credits are only valid if earned while in a residential facility. 

Assessment Requirements

Local Regents Diploma

English
Social Studies
Science
Mathematics
Physical Education

Advanced Designations

Arts CTE World Languages 3 credits

Checkpoint B (order given below)
Diploma Issuing District Responsibility
Review and Notify

Upon receipt of written notification and student records:

- Conduct a review of the documentation provided
- Make a determination of the student’s eligibility to receive a diploma
- Notify the facility within 10 business days* of:
  - Receipt of documentation
  - Document review findings
  - Determination of student’s eligibility to receive a diploma

* Such notification may be submitted after 10 business days where the facility and diploma issuing district mutually agree to extend such timeline.
Diploma Issuing District Responsibility
Clarify the District’s Determination

Student **has not** met the diploma requirements

Notification includes a clear description of any requirements not met

Student **has** met the diploma requirements

Notification indicates the diploma will be conferred no later than the next regular diploma issuance date (January, June or August)

**Note:** Such students are not required to meet local diploma requirements that exceed the NYS diploma requirements. Facilities may provide additional records, if available, to address deficiencies.
**Diploma Requirements Have Been Met**

Insert school district letterhead.

Date

Re: Request to Issue a Diploma to a Student in a Residential Facility

Dear (Enter chief educational officer’s name),

This notification confirms our district’s receipt of your request to issue a diploma to (Enter student’s name). Upon review of the documentation provided, our district determined the student has met the New York State diploma requirements. The diploma will be conferred on (Enter month (January, June, or August) and year).

Sincerely,
(Enter signature)
(Enter name)

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**Diploma Requirements Have Not Been Met**

Insert school district letterhead.

Date

Re: Request to Issue a Diploma to a Student in a Residential Facility

Dear (Enter chief educational officer’s name),

This notification confirms our district’s receipt of your request to issue a diploma to (Enter student’s name). Upon review of the documentation provided, our district determined the student has not met the New York State diploma requirements. The following requirements were not yet met: (Enter clear description of any requirements not yet satisfied. Note: Such students are not required to meet local diploma requirements that exceed the NYS diploma requirements. Facilities may provide additional records, if available, to address deficiencies.).

Sincerely,
(Enter signature)
(Enter name)
Diploma Issuing District Responsibility
Enroll and Issue

Enroll the student, create a transcript, and retain student records

Forward the student’s diploma and transcript by registered mail to the facility no later than the next regular diploma issuance date (January, June, August)

Report the student as a graduate in the Student Information Reporting System (SIRS)
Accountability Impact

Issuing the diploma **will**....

- Positively impact the 4-year, 5-year, and/or 6-year Graduation Rate for districts only

Issuing the diploma **will not**...

- Impact the following indicators at the school or district level:
  - Composite;
  - English Language Proficiency;
  - Progress;
  - Chronic Absenteeism; and
  - College, Career, & Civic Readiness
Questions about issuing diplomas to students confined in a residential facility may be directed to:

New York State Education Dept. Office of Standards & Instruction
(518) 474-5922
emscgradreq@nysed.gov
www.nysed.gov/curriculum-instruction

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Office of Student Support Services