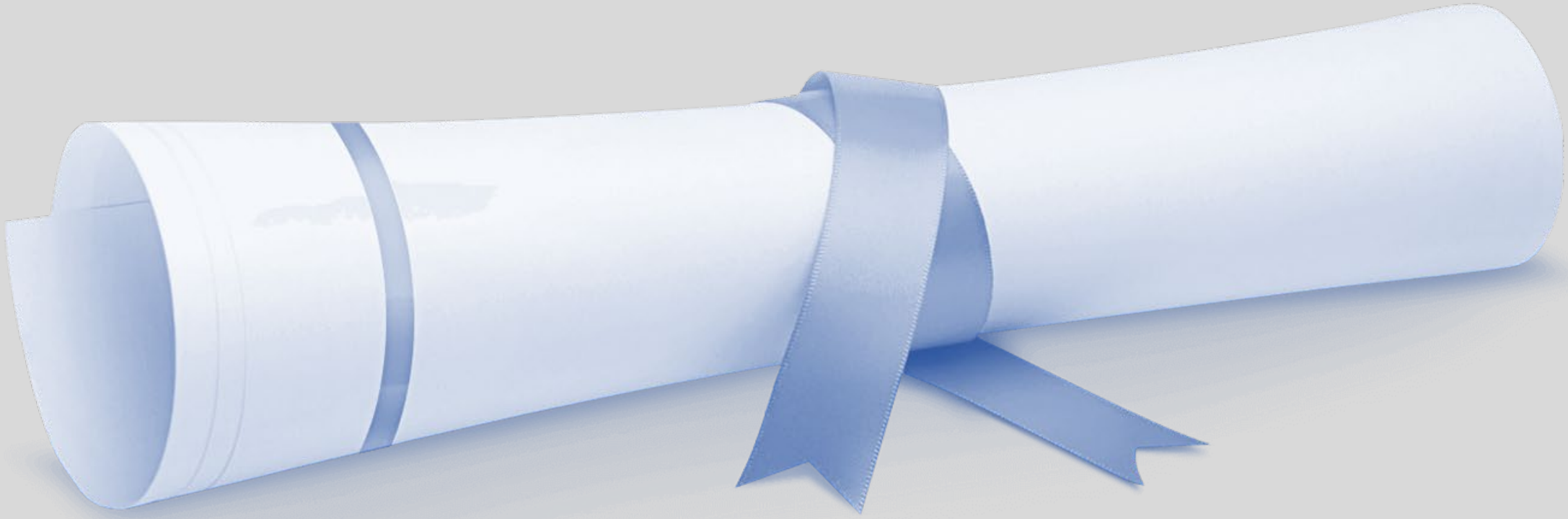


Issuing Diplomas to Eligible Students Placed in a Residential Facility

May 26, 2022

New York State EDUCATION DEPARTMENT
Knowledge › Skill › Opportunity

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 or a correctional facility as defined in Correction Law 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)

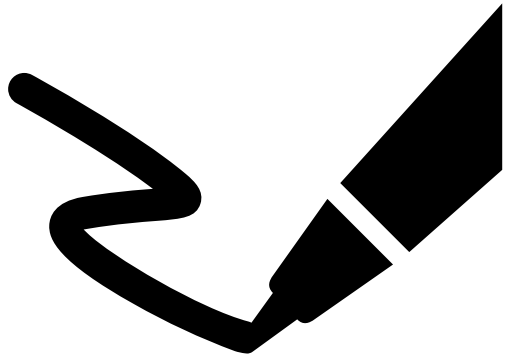
Summary of all academic credits earned and assessment requirements met

Credit Attestation

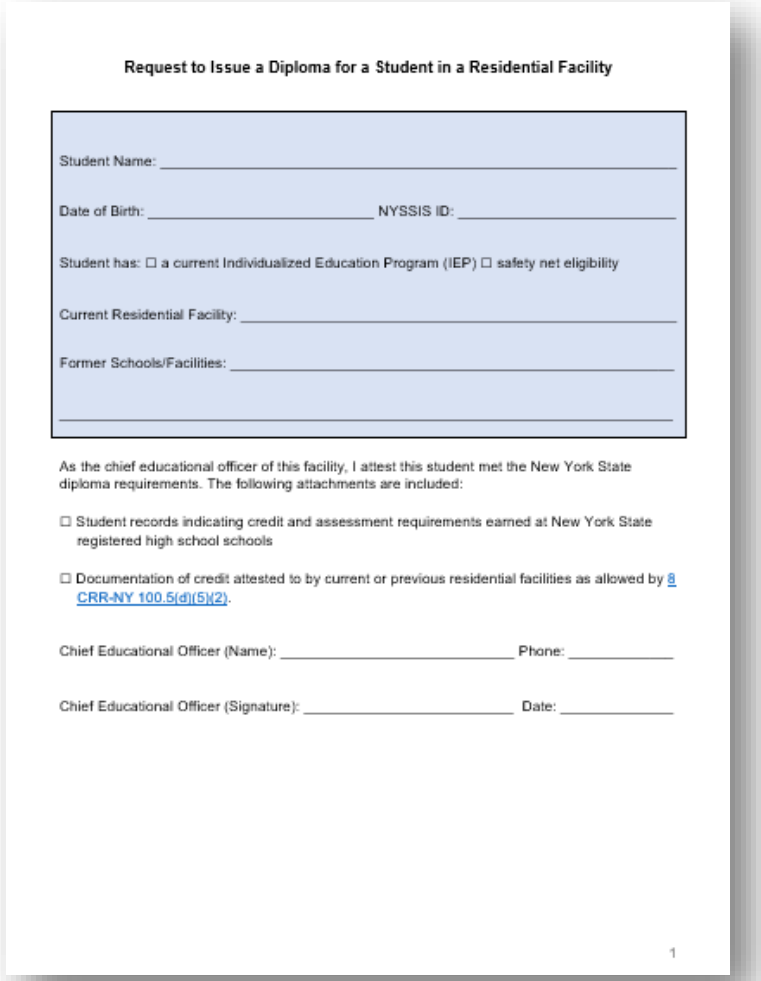
The chief administrator of the residential facility attests the student:

- 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



Summary Form



Request to Issue a Diploma for a Student in a Residential Facility

Student Name: _____

Date of Birth: _____ NYSSIS ID: _____

Student has: ☐ a current Individualized Education Program (IEP) ☐ safety net eligibility

Current Residential Facility: _____

Former Schools/Facilities: _____

_____

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

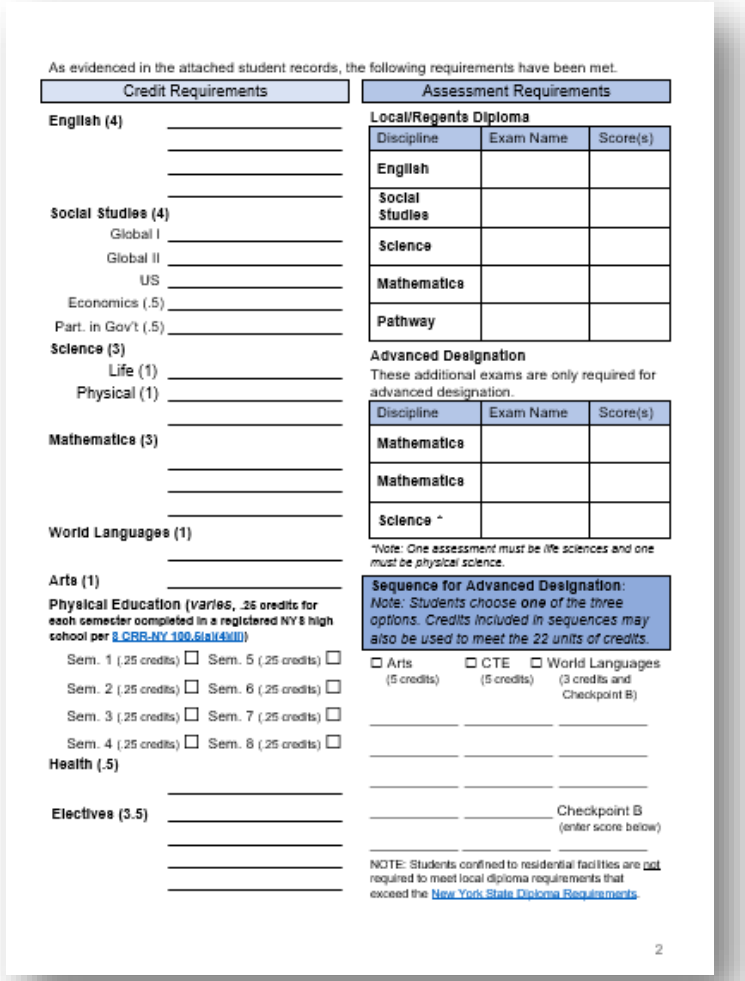
☐ Student records indicating credit and assessment requirements earned at New York State registered high school schools

☐ Documentation of credit attested to by current or previous residential facilities as allowed by 8 CRR-NY 100.5(d)(5)(2).

Chief Educational Officer (Name): _____ Phone: _____

Chief Educational Officer (Signature): _____ Date: _____

1



As evidenced in the attached student records, the following requirements have been met.

Credit Requirements

English (4) _____

Social Studies (4)
Global I _____
Global II _____
US _____
Economics (.5) _____
Part. in Gov't (.5) _____

Science (3)
Life (1) _____
Physical (1) _____

Mathematics (3) _____

World Languages (1) _____

Arts (1) _____

Physical Education (*varies*, .25 credits for each semester completed in a registered NYS high school per 8 CRR-NY 100.5(a)(4)(iii))
Sem. 1 (.25 credits) ☐ Sem. 5 (.25 credits) ☐
Sem. 2 (.25 credits) ☐ Sem. 6 (.25 credits) ☐
Sem. 3 (.25 credits) ☐ Sem. 7 (.25 credits) ☐
Sem. 4 (.25 credits) ☐ Sem. 8 (.25 credits) ☐

Health (.5) _____

Electives (3.5) _____

Assessment Requirements

Local/Regents Diploma

Discipline	Exam Name	Score(s)
English		
Social Studies		
Science		
Mathematics		
Pathway		

Advanced Designation
These additional exams are only required for advanced designation.

Discipline	Exam Name	Score(s)
Mathematics		
Mathematics		
Science *		

Note: One assessment must be life sciences and one must be physical science.

Sequence for Advanced Designation:
Note: Students choose one of the three options. Credits included in sequences may also be used to meet the 22 units of credits.

☐ Arts (5 credits) ☐ CTE (5 credits) ☐ World Languages (3 credits and Checkpoint B)

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ Checkpoint B (enter score below)
_____ _____

NOTE: Students confined to residential facilities are not required to meet local diploma requirements that exceed the New York State Diploma Requirements.

2

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 <u>not</u>** 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)

<u>Note</u>: 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.

Response Templates

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)

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
P12StandardsInstruction@nysed.gov
www.nysed.gov/standards-instruction

Marybeth Casey
Assistant Commissioner
Standards and Instructional Programs

Kathleen DeCataldo, Esq. ***Assistant Commissioner***
Office of Student Support Services