

## Superintendent Determination of Graduation with a Local Diploma

Return this form no later than **August 31** following the Superintendent's Determination to:

New York State Education Department  
Office of Special Education  
89 Washington Avenue, Room 309 EB  
Albany, NY 12234  
Attn: Superintendent's Determination

**or**

Send via E-Fax to 518-473-5387

Please do **not** submit additional documentation (e.g., Parent Request Forms, student transcripts, report cards, career plans, transition plans, CDOS certificates, and diplomas).

### Student Information

**Directions: All "Student Information" fields must be completed.**

Student Name: \_\_\_\_\_  
(Last) (First) (M.I.)

NYSSIS (NYS Student Identification System) #: \_\_\_\_\_

School District/Charter School/Registered Nonpublic High School: \_\_\_\_\_

BEDS Code: \_\_\_\_\_

Graduation Date (mm/yyyy): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Step 1-Eligibility Conditions

I hereby certify that:

A. <input type="checkbox"/>	the parent/guardian submitted a written request that their child be considered for a Superintendent Determination; and
B. <input type="checkbox"/>	the student has a current individualized education program (IEP) and is receiving special education services; and
C. <input type="checkbox"/>	the student has earned the required course credits and has passed, in accordance with district policy, all courses required for graduation, has demonstrated competency in the subject area(s) where the student was not able to demonstrate proficiency of the State's learning standards through a required Regents examination.

**Complete Step 2 "Superintendent Determination Review" ONLY if eligibility conditions A-C are met to confirm determination of the local diploma.**

## Step 2-Superintendent Determination Review

**Documentation of subject area(s) reviewed:** In conducting a review to ensure the student has met the academic standards, the school superintendent, or, as applicable, the principal, head of school, or their equivalent of the charter school or non-public school has considered evidence that demonstrates that the student:

1. Passed the course(s) in the subject area(s) where the student was not able to demonstrate their proficiency of the State's learning standards through the corresponding Regents examination required for graduation. The evidence reviewed may include the student's final course grade as well as student work completed throughout the school year and/or interim grades on homework, projects, class work, quizzes, tests, or other documentation that demonstrates that the student has met the learning standards for the course; and
2. Actively participated in the Regents examination(s).

### Subject Area(s) Reviewed

Superintendent Determination subject area(s)	Regents examination(s)	Regents examination score(s)	Course grade(s)	Evidence reviewed to document subject proficiency (specify)	Subject area proficiency
<b>Example:</b> Social Studies	US History	44	69	<ul style="list-style-type: none"><li>- 69 final course grades</li><li>- Quarterly grades</li><li>- Mid-term and final examination grades</li></ul>	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
ELA*					Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Mathematics*					Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Science					Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Social Studies					Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Pathway					Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>

\*If the student was unable to achieve a minimum score of 55 or did not initiate an appeal of a score of 52 and 54 on the ELA and/or Mathematics Regents examinations, then they must have completed the requirements for the New York State Career Development and Occupational Studies (CDOS) Commencement Credential.

### Step 3-Confirmation of Determination to Grant a Local Diploma

- I hereby attest, after careful review, that it is my determination as the Superintendent of Schools (or, as applicable, the principal, head of school, or their equivalent of the charter school or registered non-public school) that this student will be awarded a local high school diploma.
- I hereby attest, that prior written notice has been provided stating the student is not eligible to receive a free appropriate public education after graduation with a local diploma through the Superintendent Determination option.
- I hereby attest, the student and the parent of the student have received a copy of this documentation and written notification of the superintendent's decision.

*If you are signing the form electronically, you agree that typing your name or entering your electronic signature below is the legal equivalent of your manual signature on this form.*

---

Signature of School Superintendent

---

Date (mm/dd/yyyy)