




OFFICE OF HIGHER EDUCATION

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**Date:** October 8, 2019

**To:** Superintendents of Public Schools  
New York City Department of Education  
District Superintendents of BOCES  
Principals of Public Schools  
P-TECH Administrators

**From:** Dr. Anael Alston, Assistant Commissioner   
Office of Access, Equity and Community Engagement Services  
Office of Higher Education

**Subject:** Issuing a High School Diploma to New York State P-TECH Students

This memorandum provides important guidance on the date participating NYS P-TECH students may receive their high school diploma. The goal of the NYS P-TECH program is to support its students over six years to earn an associate degree in their designated NYS P-TECH pathway. NYS P-TECH students will complete their high school graduation requirements while still working towards the associate degree and are not officially issued a high school diploma until they are nearing their completion of the NYS P-TECH program.

NYS P-TECH students are required to remain enrolled on their high school register until the conclusion of their participation in the program. The majority of NYS P-TECH students complete the requirements for a high school diploma after four years. When a NYS P-TECH student meets the high school diploma requirements, districts have been instructed to exit the student in their data system with a code of 0065 – Fulfilled HS Grad Req for Extended Integrated HS Program. The student, however, remains enrolled on the high school register until the student completes the program or chooses to exit the program. This process ensures schools get full accountability credit for their students who remain enrolled in the NYS P-TECH program.

Before being issued the associate degree, NYS P-TECH students must receive their high school diplomas. There are no restrictions on what date students can be issued a high school diploma as long as all NYS requirements for such diploma have been met. **Therefore, the students' home districts are required to issue the students' high school diploma at least one day prior to the anticipated college degree conferral date.** When the high school diploma is issued, school districts are instructed to exit the students from the NYS P-TECH program with a code of 0067 – Completed Extended Integrated HS Program. If a student chooses to exit the NYS PTECH program prior to completing the college degree and all high school requirements are met, the student can similarly be issued a high school diploma with a date corresponding with his or her departure. Students who leave the program having not fulfilled the requirements for the associate degree should be exited with a code of 0068 - Exited extended integrated HS program after fulfilling HS graduation requirements.

**School districts are therefore directed to work with their NYS P-TECH administration and college partner(s) to issue high school diplomas for their P-TECH students prior to the degree conferral date.**

cc:  
SED officials  
NYS P-TECH project directors