

Child Find

PARENT NOTIFICATION AND PERSONAL GRADUATION PLAN

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Model operating procedures created by



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and

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Parent Notification and Personal Graduation Plan

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PARENT NOTIFICATION AND PERSONAL GRADUATION PLAN

What is Required

Parent Notification of Performance

Except for a student who is 18 years of age or older and living in a different residence than their parents, married, or who has had the disabilities of minority removed, Campus Personnel will notify parents of unsatisfactory student performance.

Campus Personnel must:

- Provide written notice to a parent of a student's performance in each class or subject at least once every 12 weeks;
- Give written notice to a parent or legal guardian of a student's performance in English language arts, mathematics, science, and social studies, if the student's performance is consistently unsatisfactory at least every 3 weeks, or during the fourth week of each 9-week grading period; and
- A meeting will be held for those students who have failed two consecutive 6 week grading periods in the same core subject.

Campus Personnel will provide written notice to the student's parent or guardian of the results of the STAAR state assessment.

Personal Graduation Plan for Middle School

Campus Personnel must develop and implement a personal graduation plan for each student in middle school who has not performed satisfactorily on the STAAR or who is unlikely to receive a high school diploma before the fifth school year following the student's enrollment in the ninth grade.

The personal graduation plan must:

- Identify educational goals for the student;
- Include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies;
- Include an intensive program of instruction;
- Address participation by the student's parent or guardian, including consideration of educational expectations for the student; and



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- Provide innovative methods to promote the student’s advancement, such as flexible scheduling, alternative learning environments, online instruction, and other interventions scientifically proven to improve learning and cognitive ability.

For students with disabilities who receive special education services through an IEP, the IEP may serve as the Personal Graduation Plan.

Personal Graduation Plan for High School

Every high school student in the District must have a personal graduation plan. District Administration must publish in English and Spanish on the District website the information provided by TEA that explains the benefits of choosing a high school graduation plan that includes the distinguished level of achievement under the Foundation High School Program and includes one or more endorsements to enable the student to achieve a class rank in the top 10 percent for student at the campus and encourages parents, to the greatest extent practicable, to have the student choose these options. This information must be available to all high school students and their parents in the language in which the parents are most proficient only if at least 20 students in a grade level speak that language.

Each high school principal must choose a school counselor or school administrator to discuss personal graduation plan options with each student entering ninth grade, along with the student’s parent. This plan must be confirmed and signed by both the student and the student’s parent before the end of the student’s ninth grade school year.

A personal graduation plan for a student in high school must identify a course of study that promotes college and workforce readiness and career placement and advancement. The personal graduation plan must also help the student transition from secondary to postsecondary education, where applicable. Campus Personnel cannot prevent the student and the student’s parent or guardian from choosing a distinguished level of achievement or an endorsement.

The personal graduation plan can be amended by the student as the student progresses through high school, but Campus Personnel must send written notice to the student’s parent regarding the change.

Definitions

“Parent” refers to a biological or adoptive parent, a foster parent, a legal guardian, a properly appointed surrogate parents, or other person who has legal authority to make educational decisions for a student.



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“Satisfactory Performance” is the level of performance considered to be satisfactory on assessment instruments as determined by the State Board of Education. The ARD Committee of a student receiving special education services may determine, in accordance with law, the level of performance considered to be satisfactory on the assessment instruments administered to that student.

Additional Procedures

Parent Notification of Performance for Special Education Students

In addition to the notification requirements above applicable to all students, the ARD Committee of a student with a disability who receives special education services will discuss the student’s unsatisfactory performance at the student’s ARD meeting. Campus Special Education Personnel will determine whether it is necessary to convene an ARD meeting immediately after learning of the student’s unsatisfactory performance or whether such information can be discussed at the student’s annual ARD.

Personal Graduation Plan for Middle School

Campus Special Education Personnel will be responsible for implementing a personal graduation plan for each student in middle school receiving special education services who has not performed satisfactorily on statewide assessments or who is unlikely to receive a high school diploma before the fifth school year following the student’s enrollment in the ninth grade.

The student’s ARD Committee is responsible for developing and making decisions related to the student’s personal graduation plan. The student’s IEP itself will include all of the required elements of the personal graduation plan for general education students and will be used as the personal graduation plan for special education students. The ARD Committee will discuss and review the personal graduation plan annually at the ARD meeting.



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Personal Graduation Plan for High School

The Campus Special Education Administrator will be responsible for reviewing the personal graduation plan options for each ninth-grade high school student receiving special education services, including the distinguished level of achievement option and endorsements. See [GRADUATION]. For a student with an IEP, the student's ARD Committee will develop and make decisions related to the student's personal graduation plan, with the input of the parent and the student and such information will be included in the student's IEP in a separate section related to graduation. The ARD Committee will work together to identify a course of study that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the student's transition from secondary to post-secondary education.

The personal graduation plan will be discussed and reviewed at each annual ARD meeting, as well as upon request by the ARD Committee at any time, with the student's input. Campus Special Education Personnel will provide Prior Written Notice to the parent or guardian when any changes to the student's personal graduation plan is made.

Evidence of Implementation

- Assessment Results
- Failure Meeting Documentation
- ARD/IEP
- Personal Graduation Plan
- Prior Written Notice

Resources

[The Legal Framework for the Child-Centered Special Education Process: Parent Notification and Personal Graduation Plan - Region 18](#)

[State Graduation Requirements - Texas Education Agency](#)

[Graduation Toolkit - Texas Education Agency](#)

[Graduation Side by Side](#)



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CITATIONS

Board Policy EIF; Texas Education Code 28.0212, 28.02121, 28.022, 39.023, 39.024, 39.0241, 39.025, 39.034, 39.302–39.304