

Graduation Exemption Protocol

Foster, Homeless, and Juvenile Court Youth

Graduation Exemptions for Foster, Homeless or Incarcerated Students *AB 167/216, 1806, 2306: Ed Code §51225.1*

This section of Education Code states that school districts shall exempt students in foster care, who are homeless as defined by McKinney Vento or who are incarcerated, from graduation requirements that are additional to the statewide requirements. (*AB167/216 effective date 2013, AB1806 effective date 2014, AB2306 effective 2016*) ***PROCESS MUST BE FULLY COMPLETED WITHIN 30-DAYS OF STUDENT'S ENROLLMENT DATE**

- 1) All incoming students will be screened to check for foster, homelessness as defined by McKinney Vento, or juvenile court youth status by school registrar. (*Counselors can also access this information in ARIES and develop queries to ensure all youth are assessed in a timely manner.*)
 - a) The initial determination of eligibility is based on student status:
 - i) All students under 22 years of age **with an IEP** remain eligible
 - ii) Foster Youth under 22 years of age with an **open foster care case** remain eligible
 - iii) Homeless students under 22 years of age remain eligible
 - iv) All students who were awarded AB167/216, AB1806, or AB2306 during high school
 - v) All **Juvenile Court School** students under 22 years of age are eligible for graduation exemption **if** they are transferring **from** a juvenile court school to a new school district that is **not a juvenile court school**. Eligibility can be determined by reviewing student's enrollment history in Calpads or ARIES School Data System.
- 2) Upon receiving notification of a foster, homeless, juvenile court youth's enrollment at your school, the counselor or Student Support Advocates (SSA) will gather all transcripts, partial credits, and attendance records from all high schools the youth has attended and their most recent IEP/504 plan.
 - a) **Partial Credit:** If it appears that a **student was not properly awarded partial credits** by a previous school based on enrollment/attendance records or check-out grades please:
 - i) Send a request for partial credit assessment and updated transcripts.
 - ii) Contact prior school counselor and request transferable credit information.
 - iii) If you have any difficulties obtaining partial credits or transferable credit information for youth, contact your school district's Foster Youth Liaison for assistance.
 - b) **Completion of Two Years of High School:** The two years is based on length of enrollment or credits earned, whichever makes the student more likely to qualify for AB 167/216, AB1806, or AB2306 graduation. Cal. Educ. Code § 51225.1(c).

- 3) Conduct a graduation analysis according to your school district's graduation requirements to determine whether the youth can reasonably complete additional local graduation requirements within four years of high school. This is done by completing the Graduation Exemption Worksheet. The school counselor will initiate this process.
 - a) Graduation analysis for all **Stanislaus Alternative Charter School** students (Come Back Kids - CBK) are registered as seniors in high school. Therefore CBK students have the right to the following provisions:
 - i) The student's graduation exemption analysis is based on the student's ability to graduate in their senior year of high school unless also eligible for AB1166, in which the counselor will determine eligibility based on the identified AB1166 retro date.
 - ii) The student, once eligible, can remain in school as long as needed to complete the state graduation requirements.
- 4) If the student **cannot** reasonably complete additional local graduation requirements within four years of high school, the counselor will:
 - a) Conduct a credit analysis using state graduation requirements to determine what state required courses the youth must complete to graduate high school. This information is obtained from the completed Graduation Exemption Worksheet.
 - b) If the youth **was not awarded** the AB167/216, AB1806, or AB2306 **when initially eligible**, the district must **apply AB1166** provision and include the **original date student was eligible**. (AB 1166 effective 1/1/16)
- 5) The counselor will email the student's graduation exemption packet to the following Foster or Homeless Education Student Support Specialists (SSS) for approval **before obtaining signatures**:

Please send all AB167/216 and AB2306 Graduation Exemption Packets to:
Elisa Beltran at ebeltran@stancoe.org

Please send all AB1806 Graduation Exemption Packets to:
Victoria Gonzalez at vgonzalez@stancoe.org
- 6) The Foster and Homeless Education SSSs will notify the counselors of student's graduation exemption packet approval or denial.
 - a) If it doesn't meet the requirements, the SSS will provide feedback as needed to the student's academic counselor and request documents are resubmitted for approval.
- 7) Once approved the counselor or SSA (**only** if counselor requests assistance from SSA), is to provide written notification of the youth's eligibility for AB 167/216, AB1806, AB2306 graduation to the student, Education Rights Holder (ERH) or parent/legal guardian.
 - a) Written notification must outline the following graduation options:

- i) Graduation Exemption Eligible Students:
 - (1) Graduate under AB167/216, AB1806, AB2306, by completing state requirements in 4 years;
 - (2) Attempt to graduate at the end of the 4th year of high school by completing all district requirements;
 - (3) Remain in high school for a 5th year, complete all additional school district graduation requirements. This option includes youth choosing to remain in school more than 4 years pursuant to their IEP. (depending on the ERH's decision);
 - (4) Acknowledge eligibility but defer a decision until a later date
 - (5) The potential impact of AB 167/216, AB1806, AB2306 graduation on college admissions

 - ii) Non-Eligible Graduation Exemption Students:
 - (1) Complete district graduation requirements
 - (2) Request additional exemption analysis to be conducted at any time before their 21st birth date.
- 8)** The counselor or SSA (*only* if counselor requests assistance from SSA), will meet with the student and parent/legal guardian (unless the student is 18 years of age or older and does not have an ERH) to:
- a) Discuss the student's graduation status and options in detail,
 - b) Identify what graduation option the person(s) with educational rights has determined to be in the best interest of the student
 - c) Obtain signatures from ERH/Parent/Legal Guardian, student, and counselor
 - d) Provide a copy of the student's fully executed graduation exemption verification form and worksheet to the ERH/Parent/Legal Guardian and student
- 9)** The counselor will scan a final copy of the student's fully executed graduation exemption forms into a **single** PDF and email the packet to the following individuals:
- i) **AB167/216 and AB2306** graduation exemption packets: Elisa Beltran at ebeltran@stancoe.org
 - ii) **AB1806** graduation exemption packets: Victoria Gonzalez at vgonzalez@stancoe.org
 - iii) **ALL** graduation exemption packets are provided to the school registrar requesting the forms be included in the student's cumulative file.
- 10)** The Foster and Homeless Education Student Support Specialists will upload the graduation exemption packet to the student's record in AERIES.