



Waco Independent School District

INDIVIDUAL GRADUATION COMMITTEE (IGC)*

TEC §28.0258



PURPOSE OF THE IGC

SB149 amends TEC §28.0258 to allow the use of an Individual Graduation Committee (IGC) for any 12th-grade student who entered 9th grade in the 2011-2012 academic year, and thereafter who has failed to comply with the end-of-course assessment instrument performance requirements under TEC §39.025, in not more than two EOC assessments. The legislative amendments outline specific details related to student eligibility, IGC development, and graduation requirements that the IGC may recommend. According to the requirements, as part of the IGC, each student will:

- Participate in the IGC process to ensure that alternate graduation requirements and expectations are clearly understood,
- Attend time of remediation as outlined by the IGC,
- Complete an approved project or portfolio per EOC that exhibits proficiency in the EOC area(s), and
- Continue to participate in EOC assessment(s) until meeting with success and/or successful completion of the IGC requirements resulting in graduation.

TABLE OF CONTENTS

EOCs & Substitute Assessments.....	4
Student Eligibility	5
Preparation for Projects/Portfolios.....	5
Timelines	6
Membership Roles & Responsibilities.....	7
Review of Data.....	8
Student Requirements	9
Teacher Requirements.....	10
Attendance Procedures.....	10
Graduation Qualifications.....	11
Additional Information.....	11
Appendix.....	12
SB149 Eligibility Flowchart	13
SB149 Graduation Timeline	14-17
IGC Parent Notification Letter – English	18
IGC Parent Notification Letter – Spanish	19
IGC Does Not Qualify Parent Notification Letter – English	20
IGC Does Not Qualify Parent Notification Letter – Spanish	21
IGC Initial Review & Recommendation Form.....	22-25
IGC Final Evaluation Meeting Form.....	25-28
Oath for Remediator for IGC	29
Oath for Grader of IGC.....	30

EOCs & SUBSTITUTE ASSESSMENTS

Per TEC §39.023(c), students entering high school for the first time beginning in the 2011-2012 school year and thereafter shall be required to perform satisfactorily on five (5) subject area-specific State of Texas Assessment of Academic Readiness (STAAR) End of Course (EOC) assessments. These assessments are designed to measure the subject area knowledge of students following successful completion of the corresponding EOC course, as well as ensure that students have the knowledge and skills necessary to be academically prepared for college or career opportunities upon graduation. The five subject area assessments are Algebra I, Biology, English I, English II, and U. S. History.

In addition, EOC assessment *exemptions* are no longer available to students, regardless of special program participation. This means that all students must participate in each assessment a minimum of one administration. A Special Provision is available to English Language Learners (ELLs) who meet 19 TAC §101.1007 eligibility criteria that allow students to waive participation in English I retest opportunities, but students are still required to participate in the first administration that coincides with course completion.

Graduation requirements for students receiving Special Education Services include the participation in EOC assessments; like non-SPED students, the EOC is to be administered following the subject area course completion. However, the ARD committee is tasked with determining satisfactory performance levels as related to a student's graduation requirements.

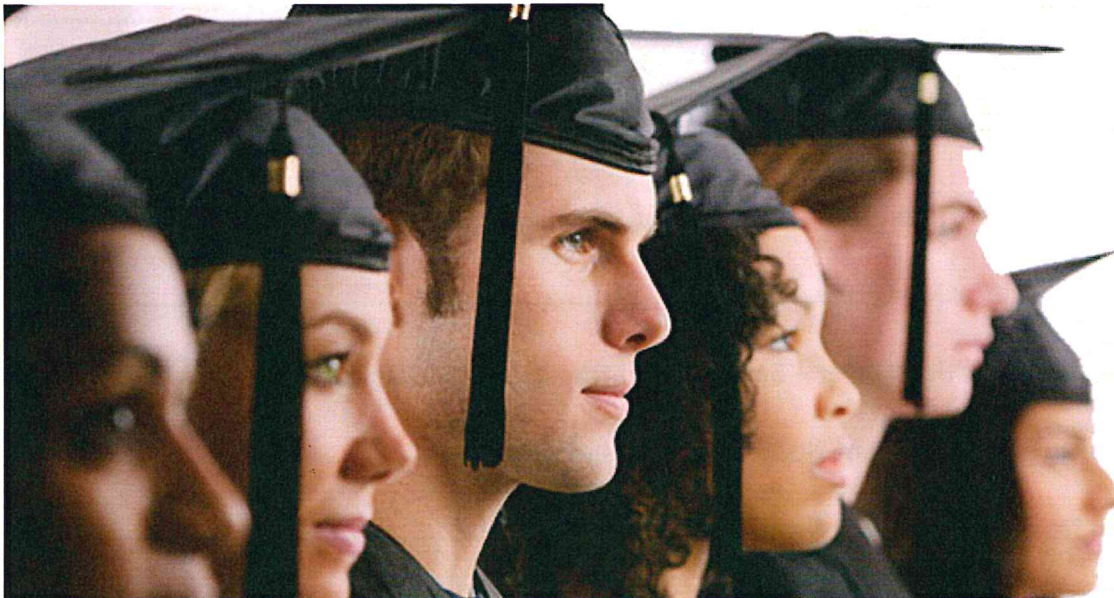


Figure: 19 TAC §101.4002(b) makes provisions for successful performance on substitute assessments to be used in place of specific EOCs in satisfying graduation assessment requirements. It's worthwhile to note that there is a one-to-one relationship between EOCs and substitute assessments; that is, one set of results from a substitute assessment can only be used to satisfy one of the required EOCs. The **19 TAC §101.4002(b)** (Texas Administrative Code) will be updated in the spring semester when new substitute assessment criteria are provided.

STUDENT ELIGIBILITY

Individual Graduation Committees (IGCs) may be established for students that have failed to meet with success on no more than two (2) EOC area assessments and/or have not met the required score on a substitute assessment allowable by Figure: 19 TAC §101.4002(b). The IGCs may not be convened sooner than the end of the student's 11th-grade year and an IGC may not be used to graduate students prior to their 12th-grade year.

A SB149 Eligibility Flowchart is included in this document (click on the hyperlink to go directly to flowchart). The purpose of this flowchart is to assist campus staff with reviewing student EOC assessment data to determine whether or not an IGC may be created for the student. While student acquisition of subject area course credit is not a consideration for establishing the IGC, it should be noted that the IGC does not have the authority to waive graduation plan course credit requirements.

The ability to establish an IGC to allow for alternate methods of satisfying graduation assessment requirements on no more than two EOC assessments expires on September 1, 2018. Students that are unable to fulfill the IGC requirements by that time will be required to meet with EOC success in order to graduate.

*****Note: If a student has not passed 3 EOC tests, an IGC committee may allow a third EOC project/portfolio. At the final evaluation meeting of the IGC, only TWO projects/portfolios will be evaluated by the committee. If the student did not pass one of the three EOC tests required, he/she is ineligible to graduate under SB 149 requirements.**

Preparation for IGC Project/Portfolios

The DTC will meet with the content specialists in November to task them with developing an objective, comprehensive IGC project/portfolio for each of their content areas. They will work with their assigned campus departments to discuss and finalize the project/portfolio, and create the checklists and scoring rubrics. These initial projects/portfolios will be discussed with the Assistant Superintendent of Curriculum and Instruction March 2nd – March 16th for review. Content specialists will provide campus teachers an opportunity to examine the draft projects/portfolios and provide feedback prior to March 16, 2018. Final developed projects/portfolios will be completed by March 16, 2018.

Remediation plans for teachers and students will be prescribed by the appropriate content specialist with non-negotiable items along with encouraging the development of negotiable items with campus staff. The campus is ultimately responsible for implementation of the student's remediation plan according to the designs developed. The content specialists will serve as a **consultant** for remediation needs.

The administrative campus and administrative leadership staff will sign oaths noting they have read the handbook and will follow the guidelines set forth. Campus project administrators will also sign test administration oaths as well.

Remediation may occur in a variety of settings including before/after school tutorials, Saturday school, and during the day study periods.

The IGC directives are provided by the District Assessment Coordinator. If anyone is directed otherwise, for example: by a campus principal, upper-level cabinet member, etc... they should immediately contact the district assessment coordinator to resolve the situation. The superintendent will be notified and become involved as necessary.

TIMELINES

The 2017-2018 SB149 / SB 463 Graduation Timeline is included in this document. The abbreviated timeline is a result of legislation passed in 2015 during the 84th Legislative Session.

The first step is to complete a review of course and EOC assessment performance for all potential graduating seniors or students who entered grade 9 during the 2011-2012 academic year and thereafter. During the review process, campus staff should ensure that students have participated in the EOC assessments required for graduation. For EOC assessments that the student has not demonstrated success, campus staff should verify that the student has participated in at least one EOC retest opportunity.

Once IGC-eligible students are identified, campus administration (i.e., principal, AP, etc.) are tasked with

- Determining appropriate staff members to serve on the committee, according to TEA guidelines
- Meet at district established dates and times
- Notify parents and students of the meeting and its importance
- Gather required data and information for review
- Provide a color-coded spreadsheet with data from EOC assessments previously taken
- Schedule meeting, take meeting notes and collect appropriate signatures

To assist with this process, the following resources are provided with this document:

- IGC Parent Notification Letters in English and Spanish
- Initial Individual Graduation Committee Review & Recommendation Meeting template
- Final Individual Graduation Committee Evaluation Meeting template

The IGC will review the student's eligibility to fulfill graduation assessment requirements through the alternate means provided by the IGC. Next, the committee will review all available academic data for the subject areas under consideration by the IGC (the data to be reviewed is outlined in a subsequent section). The committee must reach consensus on the additional requirement recommendations that the student will need to complete in order to fulfill the graduation requirements and determine the timeline by which the requirements must be met. The student and/or parent must initial all sections of the Initial IGC form to review and clarify final understanding. All committee members are required to indicate their unanimous agreement of the Initial review with a signature at the end of the document. This document should be copied and sent home to the parent.

Following the Review and Recommendation meeting, students will be provided with sufficient time to complete all requirements according to district guidelines.

The IGC will convene on the designated date to hold the Final Evaluation Meeting. The IGC will evaluate the performance level of the student and whether or not the completed activities provide evidence that the student has successfully demonstrated subject area content proficiency. The committee must unanimously agree that the student demonstrated appropriate proficiency and should be recommended for graduation, pending any additional outstanding graduation requirements.

MEMBERSHIP ROLES & RESPONSIBILITIES

Because the IGC will have such an important role in reviewing data, proposing projects, and evaluating successful performance, each of the following individuals are **required** members of the IGC:

Principal or Assistant Principal – This person will serve as the chair of the committee. As such, they are responsible for organizing committee membership, setting meeting dates, documenting notes from meetings, and ensuring that consensus is reached and signatures are secured.

Counselor – This person will serve as the graduation advisor on the committee. They are responsible for sharing information about graduation requirements and bringing available academic data to be reviewed by the IGC.

Content Area Teacher(s) – For each content area in which the students failed to perform satisfactorily on an EOC assessment, a certified content area teacher, preferably a teacher of record for the student, will serve on the IGC. The role of the content area teacher(s) is to share information about the course content, i.e., TEKS, and to assist with analyzing any available data related to student performance in the specific content area.

Department Chair/Instructional Specialist – This person will serve as the curriculum expert for the committee. As such, this person’s expertise will be needed to assist the committee in understanding the curriculum connections between courses. In addition, they may be asked to provide information about available resources.

A parent or Parental Relation – While it is preferred that the student’s parent/guardian is afforded every effort to participate on the IGC, it is possible to identify a “parental relation” to serve on the IGC and offer an extracurricular perspective on the student. This role is critical to ensuring that the student has the support system outside of school to complete the recommendations of the IGC.

Student – Because the student will be required to complete the recommendations of the IGC, it is critical to their success that they participate as a member of the IGC, understand their responsibilities, and agree to satisfy the IGC requirements. Students who are over 18 years of age may represent themselves, but every attempt should be made to notify the parent(s) as well. **(Mandatory Presence)**

Grader - A minimum of two certified teachers in the specific content area will grade the project/portfolio. A third evaluator, as defined above will be utilized if a discrepancy occurs. Grader must not administer the Project/Portfolio.

Other - Court appointed guardian or representative for the student. A student representative may be assigned by the principal.

***There will be a minimum of five people on the committee if the student is 18 + years old.**

***The minimum is six people on the committee for students under the age of 18 years.**

***Parents may participate on the committee via phone call as long as everyone is present.**

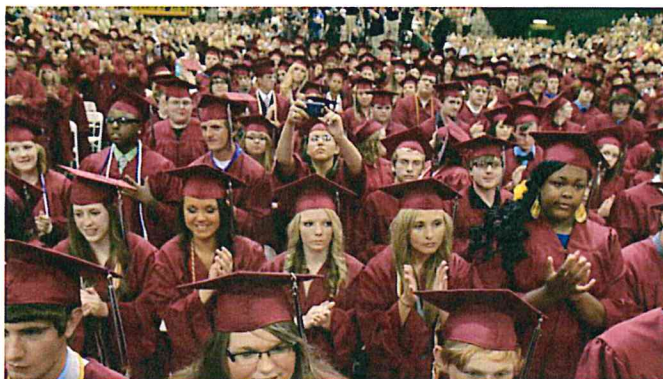


REVIEW OF DATA

In order to determine the qualifications of students for whom an IGC is established, the IGC is responsible for collecting, discussing, and analyzing evidence of student proficiency and preparedness for postsecondary opportunities. The following list is not intended to be exhaustive, but all of the available data indicated below will be evaluated by the IGC:

- Written teacher recommendation from the student's teacher of record in a subject area course in which the student failed to perform satisfactorily
- Course grades associated with the subject area(s) in which the student failed to perform satisfactorily
- EOC performance, including scale score and percent correct, on each administration in which the student was assessed and failed to perform satisfactorily (**CSR or other official documentation attached**)
- Attendance in academic remediation programs including college preparatory courses or transitional college courses in reading or mathematics (**Printed documentation from SIS**)
- Overall high school attendance record (**Printed documentation from SIS**)
- Advanced coursework performance in a related subject area, including (**Printed college transcript**)
 - Dual Credit in the core academic content
 - Pre-AP, AP, IB
- Related college-ready assessment performance
 - Texas Success Initiative Assessment (TSIA) College Ready benchmark (**Printed score sheet**)
 - ACT, SAT, ASVAB (**College Board transcript**)
- English language proficiency as measured by achieving at the Advanced High level on TELPAS
- Completion of CTE sequence of courses to obtain an industry-recognized credential or certificate
- Any other available academic information related to subject area performance
- Overall determination of student preparedness for post-secondary success
- High school transcript and most recent report card (**Provide printed copies**)
- Accommodations data from previous state assessments

All student data should be reviewed to provide a complete representation of the student to the IGC committee. *The Initial Review and Recommendation for IGC Form* must be completed.



S TUDENT REQUIREMENTS

Additional time spent in remediation related to the subject area(s) in which the student failed to perform satisfactorily is mandatory and is designed to help support the student in expanding their subject area knowledge. Remediation can occur in a variety of settings including before/after school tutorials, Saturday school, and during the day study periods. The amount of time to be spent in remediation should reflect the student's current level of subject area proficiency. Students must be present and participate a minimum of 60% of the recommended minimum remediation time set by the district content coordinators.

In addition, for each EOC assessment in which the student did not perform satisfactorily, the IGC shall indicate a performance activity that will allow the student the opportunity to demonstrate the degree to which they possess expected proficiency and performance levels. The demonstrations may be in the form of:

- Project related to the EOC course area that demonstrates subject area proficiency
OR
- Portfolio of work samples in the course subject area, including work samples from the course that provide evidence of subject area proficiency

WISD ISD has created project/portfolio, and rubric documents that IGCs must use "as is". Student Accommodations may be requested to the district content coordinator to address specific areas of importance. Any accommodations requested should be provided in writing to the DTC for approval. EOC subject tests that may have accommodations are listed below:

Algebra I

Biology

English I

English II

U.S. History

Any student who plagiarizes or is found to be participating in academic dishonesty on their IGC project will not be scored. A student will not be allowed to graduate using an IGC project for the EOC test they failed. The IGC is considered a state test and will be treated as such.

TEACHER REQUIREMENTS

Teachers will be responsible for providing the remediation and monitoring of the completion of the portfolio(s) or project(s) for the SB 149 IGC.

Remediation:

- Content specialists will meet with teachers to gather feedback on the “draft” version of the IGC projects/portfolios. Content coordinators will discuss completed Projects/Portfolios to the Secondary Director of Curriculum and Instruction by March 16, 2018, for final approval. All parts of the projects/portfolios will be completed and copied to campuses by April 20, 2018.
- Principals will determine the IGC committee members for each student by March 12, 2018.
- Content coordinators will meet with teachers March 12-23 to provide training on the expectations, and processes of student remediation and in addition provide a written facilitation guide. It is the teacher’s responsibility to be prepared and knowledgeable about the remediation plan.
- Teachers together with the administrative staff at the school shall monitor the points, times, attendance, and dates for remediation based on the guidelines set forth in the Initial IGC meeting.

IGC Project Completion:

- Teachers who serve as test administrators for the projects/portfolios will be provided training by the content specialists between April 2 - 18. This will include attendance and record keeping documentation.
- Teachers should treat the IGC project/portfolio as a state assessment.
- Students IGC work **MUST** be completed at the campus with the Project/Portfolio administrator as a monitor.
- Teachers will monitor the student(s) at all times when they are working on the IGC project/portfolio.
- Teachers will report any incidences during the IGC project/portfolio completion to the campus testing coordinator for review/intervention.
- There will be a minimum of two teachers assigned to score the project/portfolio for each subject. In the event of a discrepancy, a third certified teacher in the specific content area will score the project/portfolio.
- Upon scoring completion, the teacher will turn in all IGC project/portfolio documentation to the campus testing coordinator, who will then deliver to the campus principal or designee by May 18, 2018.
- Any discussion of projects/portfolios must be within the IGC only.
- Students may not be told their project/portfolio grade until the final committee meeting.

Attendance Procedures

Attendance must be logged each time a student enters and exits remediation and project implementation. Attendance log must be a pencil/paper sign in/out, google doc sign in/out, or both that is provided by the district. External computer software that may be a part of supporting remediation **MAY NOT** be used for attendance documentation.

G RADUATION QUALIFICATIONS

Unfortunately, going through the IGC process is not an automatic guarantee of graduation. The IGC must collaboratively review and evaluate the degree to which the student successfully demonstrated his/her content area proficiency level.

The IGC must unanimously affirm that the remediation hours and the demonstration project were completed at a rigorous level that mirrors the TEKS expectations.

THE DECISION OF THE IGC IS FINAL. NO APPEALS.

A DDITIONAL INFORMATION

Students that have an IGC **must** continue to participate in EOC testing opportunities until they are awarded a diploma. {TAC 101.3022.(e)(3) and Commissioner's Rules 101.30222.(e)(3)} IGC activities do not waive their EOC assessment participation requirement, only the requirement that they meet with success on all five of the assessments. Per TEA, the definition of opportunity to test is: "a test is put before the student to take."

A **green** folder will be provided so that IGC documentation can be quickly and easily identified and accessed if needed. Please be sure to maintain all completed IGC meeting templates, i.e., Review & Recommendation Meeting and Evaluation Meeting, as well as teacher recommendation letters, any additional student academic information that was reviewed. Documentation of additional remediation, and any rubrics used to evaluate student portfolios/rubrics. Student portfolios and/or projects should be maintained in the **green** folder until further direction from DTC.

These guidelines are subject to change following adopted rules by Texas' Commissioner of Education. It is anticipated that the updated rules will be in place no later than the 2016-2017 school year.

Any questions regarding the IGC should be directed to the District Assessment Coordinator.

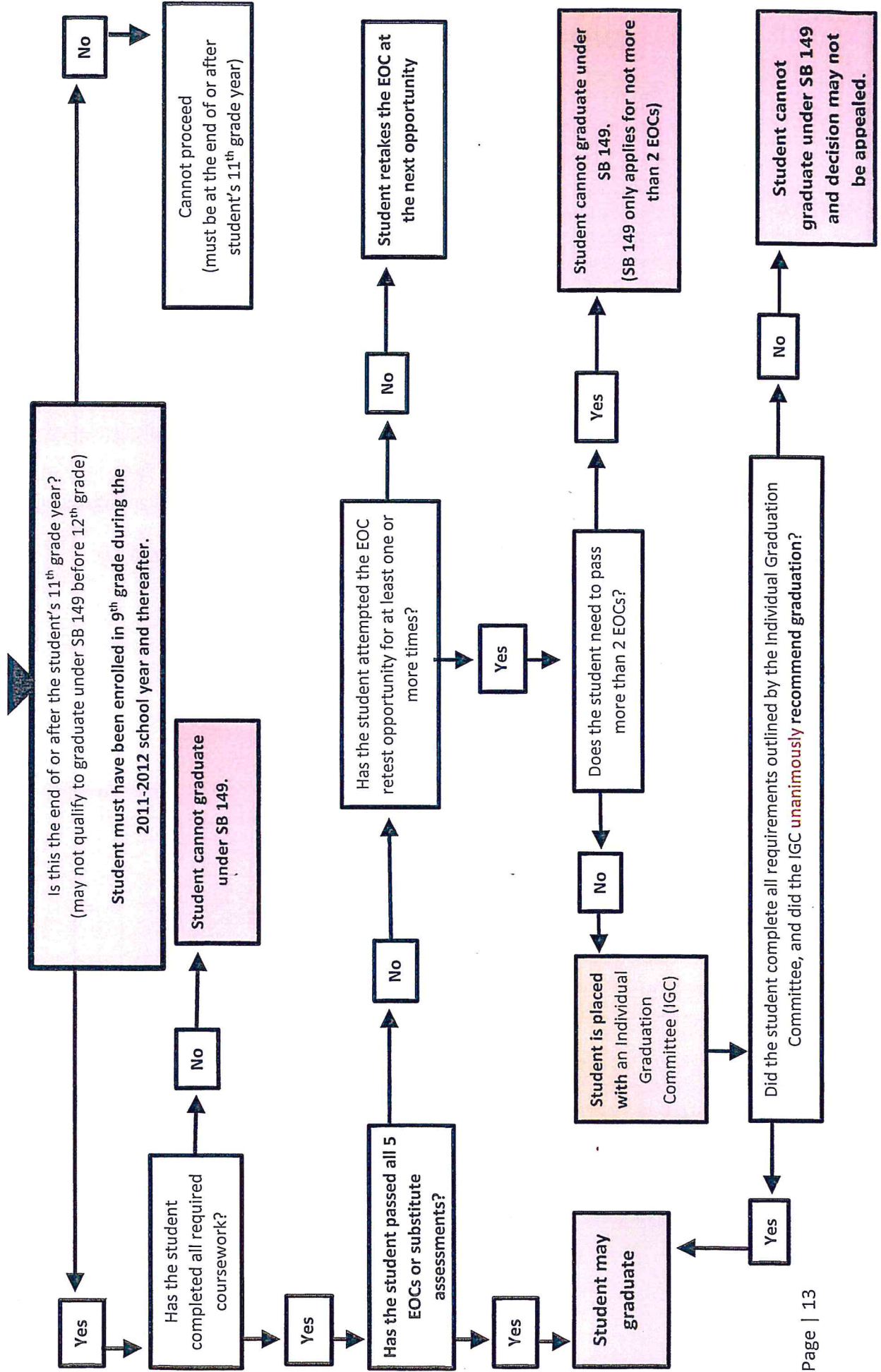
The IGC directives are provided by the District Assessment Coordinator. If anyone is directed otherwise, for example: by a campus principal, upper-level cabinet member, etc... the campus coordinator should immediately contact the district assessment coordinator to resolve the situation. The superintendent will be notified and become involved as necessary.

APPENDIX

INDIVIDUAL GRADUATION ELIGIBILITY FLOWCHART

WACO INDEPENDENT SCHOOL DISTRICT

START



INDIVIDUAL GRADUATION COMMITTEE TIMELINE

March:

- March 2nd - March 16th = Content Coordinators meet with Director of Secondary Education to review remediation and Projects/Portfolios
- March 2nd = IGC Meetings Planned
- March 12th – 23rd = Remediation training at campuses
- March 2nd – March 16th = Content Coordinator acquires input from Campus on Project/Portfolio
- March 12th = IGC committee members are determined at the campus
- March 12th – 28th = IGC Meetings Occur
- March 16th = Campus sends IGC spreadsheet to DTC and PEIMS Director
- March 16th = Development of IGC Projects/Portfolios are complete
- March 23rd = Oaths Due to CTC
- March 26th – April 27th = Remediation (* Optional: hold remediation on Saturday)

April:

- March 26th – April 27th = Remediation (* Optional: hold remediation on Saturday)
- April 2nd - April 18th = Campus Training on Projects/Portfolios
- April 20th = All subject P/P, copied and delivered to campus by 12:00 P.M.
- April 30th - May 18th = P/P work by students

May:

- April 30th – May 18th = P/P work by students
- May 18th = All student P/P due to P/P Administrator by 12:00 P.M.
- May 18th – May 31st = Final Grading and IGC meetings take place
- May 31st = Final IGC Spreadsheet sent to DTC and PEIMS Director

June:

- June 1st = Absolute, final verifications completed on IGC graduates, any changes to spreadsheet updated to DTC and PEIMS Director
- June 2nd = GRADUATIONS

**** If a student has not passed 3 EOC tests, an IGC committee may allow a third EOC project/portfolio. At the final evaluation meeting of the IGC, only TWO projects/portfolios will be evaluated by the committee. If the student did not pass one of the three EOC tests required, he/she is ineligible to graduate under SB 149 requirements.**

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					IGC meetings planned Content Coordinators meet with Director of	
4	5	6	7	8	9	10
	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
11	12	13	14	15	16	17
	Remediation Training Begins IGC Members are determined	Remediation Training	Remediation Training <small>Due Date: District Content Coord review remediation /</small>	Remediation Training Content Coordinator	Remediation Training Campus sends IGC spreadsheet	
18	19	20	21	22	23	24
	Remediation Training Initial IGC Meetings Occur	Remediation Training Initial IGC Meetings Occur	Remediation Training Initial IGC Meetings Occur	Remediation Training Initial IGC Meetings Occur	<small>Due Date: Completion of Remediation Training</small> OATHS DUE TO	
25	26	27	28	29	30	31
	Initial IGC Meetings Occur IGC Remediation	Initial IGC Meetings Occur Remediation	Last Day of Initial IGC Meetings Remediation	Remediation	HOLIDAY	

March 12 – March 23 = Remediation Training

March 23 = Oaths Due

March 19 – March 28 = Initial IGC Meetings Occur

March 26 – April 27 = Remediation Occurs

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 P/P training for campus staff	3 Remediation P/P training for campus staff	4 Remediation P/P training for campus staff	5 Remediation P/P training for campus staff	6 Remediation P/P training for campus staff	7 Remediation - optional
8	9 Remediation P/P training for campus staff	10 Remediation P/P training for campus staff	11 Remediation P/P training for campus staff	12 Remediation P/P training for campus staff	13 Remediation P/P training for campus staff	14 Remediation - optional
15	16 Remediation P/P training for campus staff	17 Remediation P/P training for campus staff	18 Remediation Due Date: District Coordinators	19 Remediation	20 Remediation Due to Campus: P/P, copied and delivered to	21 Remediation - optional
22	23 Remediation	24 Remediation	25 Remediation	26 Remediation	27 Remediation	28 Remediation - optional
29	30 Project/Portfolio Begins					

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 P/P work	2 P/P work	3 P/P work	4 P/P work	5
6	7 P/P work	8 P/P work Algebra I EOC	9 P/P work Biology EOC	10 P/P work US History EOC	11 P/P work	12
13	14 P/P work	15 P/P work	16 P/P work	17 P/P work	18 P/P work Completion Due: 12:00 P.M. Graders receive P/P ASAP	19
20	21 Grading	22 Grading / Final IGC Mtg	23 Grading / Final IGC Mtg	24 Grading / Final IGC Mtg	25 Grading / Final IGC Mtg	26
27	28 HOLIDAY	29 Grading / Final IGC Mtg	30 Grading / Final IGC Mtg	31 Grading / Final IGC Mtg Final IGC Spreadsheet	JUNE 1 Absolute, final verifications completed on IGC graduates	JUNE 2 Graduations



Waco Independent School District

Insert campus name

Date: Use calendar to click on date

To the Parents/Guardians of: Insert student's name

The Texas legislature recently passed a law that provides for an Individual Graduation Committee (ICG) to evaluate student performance to determine if that student qualifies to graduate, even if that student needs to pass no more than two (2) end-of-course assessments. Your child falls into this category.

The process will follow these steps:

1. An Individual Graduation Committee will be convened and must consist of the principal or principal designee, a parent or parental relation, a teacher of the course, that teacher's supervisor, a counselor, and the student.
2. The committee will determine what requirements the student must meet and the timeline for meeting these requirements. The timeline will be short to enable possible graduation in June, 2018.
3. The student completes the requirements within the timeline prescribed.
4. The committee decides if all requirements are met to the satisfaction of the committee.
 - a. If so, and the committee agrees unanimously, your child may graduate.
 - b. If not, the child will not graduate under SB 149, and the decision is final and may not be appealed. Your child's recourse will be to continue to take the end-of-course assessments not yet passed, until they are successfully completed.
Students are eligible to retest even if they are no longer a student at that school.

Please note that your child will still take any end-of-course assessment(s) administered between now and the end of school that he or she has not yet passed.

In order for your child to possibly graduate on Insert graduation dat., time is of the essence and the Individual Graduation Committee meeting must take place quickly. Your child's meeting is scheduled to take place on Use calendar to click on date at Insert time, at Insert place and address of meeting.

Your participation on this committee is important. If you have any questions or are unable to attend this meeting, please contact Insert principal's or designee's name



Waco Independent School District

Insert campus name

Fecha: Use calendar to click on date

A los padres de: Insert student's name

La Legislatura de Texas aprobó recientemente una ley que establece un Comité individual de graduación para evaluar el desempeño del estudiante y determinar si el estudiante ha cumplido los requisitos para graduarse, incluso si el estudiante no ha pasado el máximo de dos evaluaciones (2) de fin de curso. Su hijo entra en esta categoría.

El proceso seguirá los siguientes pasos:

1. Un Comité individual de graduación se reunirá y el comité consistirá en el director o la persona designada por el director, un padre o persona de relación a los padres, un profesor del curso, el supervisor de ese profesor, y el estudiante si tiene 18 años o más, o un menor emancipado.
2. El comité determinará cuáles son los requisitos que el estudiante debe cumplir y el plazo para el cumplimiento de estos requisitos. El plazo de tiempo indicado para cumplir los requisitos será corto para que sea posible la graduación en junio de 2018.
3. El estudiante cumple con los requisitos durante el tiempo establecido.
4. El comité decidirá si todos los requisitos fueron cumplidos de manera satisfactoria.
 - a. Si es el caso, y el comité está de acuerdo unánimemente, su hijo(a) podrá graduarse.
 - b. Si no, su hijo(a) no se graduará bajo SB 149, y **la decisión es definitiva y no podrá ser apelada**. La opción que tendrá su hijo es de continuar tomando las evaluaciones de fin de curso que aún no ha pasado, hasta que haya tenido éxito. Los estudiantes son elegibles para volver a tomar las evaluaciones, incluso si ya no son estudiantes en esa escuela.

Tomen nota: su hijo(a) todavía tomara cualquier examen de fin de curso que aún no hayan pasado y que será administrado desde ahora y el fin del año escolar.

Para que su hijo(a) pueda graduarse el Insert graduation date , es de suma importancia que la junta con el comité individual de graduacion sea lo mas pronto posible. La junta de su hijo(a) tomara lugar el Use calendar to click on date a las Insert time, en Insert place and address of meeting.

Si tiene alguna pregunta o si no podrá asistir a la junta, por favor de comunicarse con Insert principal's or designee's name al Insert phone number.



WACO INDEPENDENT SCHOOL DISTRICT

Waco Independent School District

Insert campus name

Date: Use calendar to click on date

To the Parents/Guardians of: Insert student's name

The Texas legislature recently passed a law that provides for an Individual Graduation Committee (ICG) to evaluate student performance to determine if that student qualifies to graduate, even if that student needs to pass no more than two (2) end-of-course assessments. **At this time, your child does not meet the eligibility requirements.**

Your child has not yet met the passing standard on the following End-of-Course assessment(s):

- English I
- English II
- Algebra I
- Biology
- U.S. History

If/when your child does qualify under the new law, an individual graduation committee meeting will be convened, and we will contact you to set up a time and date for that meeting.

If you have any additional questions, please contact Insert principal's or designee's name at Insert phone number.



WACO INDEPENDENT SCHOOL DISTRICT

Waco Independent School District

Insert campus name

Fecha: Click here to enter a date

A los padres y representantes de: Insert student's name

La Legislatura del estado de Texas recientemente aprobó una ley que prevee la formación de comités de graduación individual con facultades para evaluar el rendimiento de los estudiantes y con el objetivo de determinar si el estudiante califica para graduarse (incluso si el estudiante necesita pasar dos o menos evaluaciones de fin de curso). En las circunstancias actuales, su hijo(a) no califica para la nueva categoría basada en comités de graduación.

Su hijo(a) todavía no ha obtenido la calificación requerida para aprobar la siguiente evaluación de fin de curso:

- Ingles I**
- Ingles II**
- Algebra**
- Biologia**
- Historia de los Estados Unidos**

En caso que su hijo(a) calificase bajo la nueva ley en el futuro, será convocada una reunión del comité de graduación individual y usted será contactado para programar los detalles (hora, fecha y lugar) de la reunión.

Si tiene alguna pregunta adicional, por favor contacte a Insert principal's or designee's name a Insert phone number.

INDIVIDUAL GRADUATION COMMITTEE (IGC)
INITIAL REVIEW AND RECOMMENDATION FOR IGC
WACO INDEPENDENT SCHOOL DISTRICT
WACO, TEXAS

Student Name: _____ IGC Recommendation Date: _____

Student ID #: _____ 9th Grade Start Date _____

1. Student Eligibility Requirements (Must meet both criteria to be considered)

- a. Is this student at the end of the 11th grade year or in the 12th grade of the 2011-2012 cohort year or thereafter? No YES
- b. Has the student completed all course requirements? No YES

2. Meeting Requirements

- a. _____ Notification date _____ **(Attach letter sent)**
- b. _____ Notice provided in _____ English _____ Spanish _____ Other _____
- c. _____ Name of translator, if required: _____

3. Committee Members

- a. Principal or Assistant Principal: _____
- b. Counselor: _____
- c. Certified Teacher of EOC course: _____
(Only 1 certified teacher per specific EOC course required)
- d. Certified Teacher of EOC course: _____
(Only 1 certified teacher per specific EOC course required)
- e. Department Chair/IS: _____
 Department Chair/IS _____
- f. Parent or Parental Relation: _____
- g. Student: _____
- h. Other: _____ Relation: _____

4. Part I _____ (Student / Parent Initials) I understand the above information.

5. EOC Information (Attach CSR or other official documentation)

Subject	First Attempt Score	2 nd Attempt Score	Last known Attempt Score
English I			
Algebra I			
English II			
Biology			
US History			

6. Required Committee Considerations

Y= Yes, has been considered and meets district requirements for graduation

N= No, has been considered and does not meet district requirements for graduation

N/A= Not assessed, or does not apply

Y	N	N/A	Consideration								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommendations of the teachers in the course where an EOC test was failed								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grades in each of the courses where an EOC test was failed								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scores on relevant failed EOC tests (including retests)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student performance on additional academic requirements								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hours of remediation attended, including college preparatory courses (Chapter 39.025(b-2))								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School attendance rate (Attach attendance record from SIS)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr> <td>TSI college readiness benchmarks set by the THECB*</td> <td>Score</td> </tr> <tr> <td>SAT</td> <td></td> </tr> <tr> <td>ACT</td> <td></td> </tr> <tr> <td>TSIA cut scores</td> <td></td> </tr> </table>	TSI college readiness benchmarks set by the THECB*	Score	SAT		ACT		TSIA cut scores	
TSI college readiness benchmarks set by the THECB*	Score										
SAT											
ACT											
TSIA cut scores											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successful completion of a dual credit course in one of the four core subject areas: Course(s): (Attach College transcript)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successful completion of Pre-AP, AP, or IB program course in one of the four cores subject areas Course(s):								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An "Advanced High" composite rating on the most recent high school administration of TELPAS (if applicable)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A score of 50 or better on a CLEP test Course(s):								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr> <td>Scores on ACT, SAT, or ASVAB tests** (Attach official scores)</td> <td>Score</td> </tr> <tr> <td>SAT</td> <td></td> </tr> <tr> <td>ACT</td> <td></td> </tr> <tr> <td>ASVAB</td> <td></td> </tr> </table>	Scores on ACT, SAT, or ASVAB tests** (Attach official scores)	Score	SAT		ACT		ASVAB	
Scores on ACT, SAT, or ASVAB tests** (Attach official scores)	Score										
SAT											
ACT											
ASVAB											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion of a sequence of CTE program courses required to attain an industry-recognized credential or certificate (Attach high school transcript) Certificate:								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall preparedness for postsecondary success								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any other academic information that the school board requires IGCs to consider								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodations noted from SPED, 504, or RTI? If yes, please state below.								

EOC Subject	Accommodations

Remediation START DATE: _____

Remediation END DATE: _____

IGC Final Project/Portfolio START DATE: _____

IGC Final Project/Portfolio COMPLETION DATE: _____

Part II _____ (Student and /or parent initials) I understand the above information

7. TSI Test Scores

a. Reading _____ Writing _____ Essay _____

b. Algebra I _____

8. Committee Recommended Additional Graduation Requirements per TEC §28.0258(f)

EOC Subject 1 _____ EOC Subject 2 _____

____ Additional Remediation
____ Periods / ____ Hours / ____ Points

____ Additional Remediation
____ Periods / ____ Hours / ____ Points

***EOC Subject 3 _____
____ Additional Remediation
____ Periods / ____ hours / ____ Points

***Note: If a student has not passed 3 EOC tests, an IGC committee may allow a third EOC project/portfolio. At the final evaluation meeting of the IGC, only TWO projects/portfolios will be evaluated by the committee. If the student did not pass one of the three EOC tests required, he/she is ineligible to graduate.

9. Demonstration of Subject Area Proficiency (select one)

Subject 1 _____

a. _____ Project

b. _____ Portfolio

Subject 2 _____

a. _____ Project

b. _____ Portfolio

*** Possible Subject 3** _____

a. _____ Project

b. _____ Portfolio

10. Committee Confirmation

My signature below indicates that I actively participated in the Individual Graduation Committee review of performance for _____, including the recommendation of additional graduation requirements.

a. Principal or Assistant Principal: _____ Date ____ Agree ____
Disagree

b. Counselor: _____ Date ____ Agree ____
____ Disagree

c. Certified Teacher of course _____ Date ____ Agree ____
Disagree

d. Certified Teacher of course _____ Date ____ Agree ____
Disagree

e. Department Chair / IS: _____ Date ____ Agree ____
Disagree

f. Department Chair /IS: _____ Date ____ Agree ____
Disagree

- g. Parent or Parental Relation: _____ Date ___ Agree ___
Disagree
- h. Student: _____ Date ___ Agree ___
Disagree
- i. Other: _____ Date ___ Agree ___
Disagree

Part III _____ (Student and /or parent initials) I understand the above information

11. Student Confirmation

I, _____ agree to and understand all of the requirements as set forth by the individual graduation committee.

- I understand that ***academic honesty** is necessary for this process to be successful.
- All requirements must be completed by Friday, May 1, 2017, at 9:00 A.M.
- I will take all of the remaining EOC tests that I have not passed in May of 2017.
- The project will be graded and turned in to the Individual Graduation Committee for final determination of fulfillment of graduation rules.
- IGC Projects should remain confidential at all times. This includes not discussing any aspects of the IGC project.

ACADEMIC DISHONESTY includes but not limited to:

- **Plagiarism:** The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating:** Any attempt to obtain assistance in a formal academic exercise (including the use of cheat sheets).
- **Bribery** or paid services: Giving assignment answers or test answers for money.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Impersonation:** assuming a student's identity with intent to provide an advantage for the student

By signing my name, I understand the above definitions of academic dishonesty and that I will not give or receive unauthorized assistance during the IGC Project/Portfolio. I understand that academic dishonesty or giving/ receiving unauthorized assistance during the Project/Portfolio is cheating and will result in the invalidation of my IGC Project/Portfolio results.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

**INDIVIDUAL GRADUATION COMMITTEE (IGC)
FINAL EVALUATION MEETING
WACO INDEPENDENT SCHOOL DISTRICT
WACO, TEXAS**

Student Name: _____

IGC Evaluation Date: _____

Student ID #: _____

Date: _____

1. Completed Additional Graduation Requirements Per TEC §28.0258

IGC Project/Portfolio 1 _____	IGC Project/Portfolio 2 _____
___ Additional Remediation	___ Additional Remediation
___ Periods / ___ Hours / ___ Points	___ Periods / ___ Hours / ___ Points
<u>Comments:</u> 	<u>Comments:</u>
___ Met Criteria ___ Did Not Meet Criteria	___ Met Criteria ___ Did Not Meet Criteria

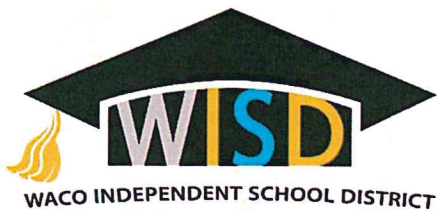


IGC Project/Portfolio 1 _____	IGC Project/Portfolio 2 _____
Score of Proficiency _____ (Grading rubric attached)	Score of Proficiency _____ (Grading rubric attached)
<u>Comments:</u> 	<u>Comments:</u>
___ Met Criteria ___ Did Not Meet Criteria	___ Met Criteria ___ Did Not Meet Criteria

2. Student Confirmation

I, _____ have completed the requirements as set forth by the Individual Graduation Committee with academic honesty and submitted necessary documentation to the Individual Graduation Committee.

Signature of Student: _____ Date: _____



3. Committee Confirmation

My signature below indicates that _____ has completed the additional graduation requirements set forth by the Individual Graduation Committee and _____ met _____ did not meet the criteria for graduation.

The committee decision must be **unanimous** for graduation to occur.

Committee members must sign, date, and indicate their **agreement/disagreement**.

- a. Principal or Assistant Principal: _____ Date ___ Agree ___ Disagree
- b. Counselor: _____ Date ___ Agree ___ Disagree
- c. Certified Teacher of course _____ Date ___ Agree ___ Disagree
- d. Certified Teacher of course _____ Date ___ Agree ___ Disagree
- e. Department Chair(s)/IS: _____ Date ___ Agree ___ Disagree
- f. Department Chair(s)/IS: _____ Date ___ Agree ___ Disagree
- g. Parent or Parental Relation: _____ Date ___ Agree ___ Disagree
- h. Student: _____ Date ___ Agree ___ Disagree
- i. Other: _____ Date ___ Agree ___ Disagree

The decision of the Individual Graduation Committee is final, without appeal.



Individual Graduation Committee

Remediation Personnel

Waco ISD

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the Individual Graduation Committee and agree to the following:

Please Initial each statement below:

_____ I have received training and will follow guidance on the appropriate Remediation Process for the IGC with fidelity.

_____ I have read the Waco ISD Individual Graduation Committee Guidelines.

_____ I understand my obligations concerning the security and confidentiality of state assessments which includes the Individual Graduation Committee projects/portfolios.

_____ I am aware of my obligation to report any suspected violations of test security, including plagiarism, to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all procedures and the requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20__.

Signature

Printed Name

This document should be returned to the Campus Testing Coordinator by **March 26, 2018.**



Individual Graduation Committee

Grading Personnel

Waco ISD

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the Individual Graduation Committee and agree to the following:

Please Initial each statement below:

_____ I have received training and will follow guidance on the appropriate Grading Process for the IGC with fidelity.

_____ I have read the Waco ISD Individual Graduation Committee Guidelines.

_____ I understand my obligations concerning the security and confidentiality of state assessments which includes the Individual Graduation Committee projects/portfolios.

_____ I am aware of my obligation to report any suspected violations of test security, including plagiarism, to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all procedures and the requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20____.

Signature

Printed Name

This document should be returned to the Campus Testing Coordinator by **March 26, 2018.**

