
ADMINISTRATIVE POLICY

INSTRUCTION

SUMMARY

Salem-Keizer School District graduation requirements reflect the high expectations the District holds for every student as we pursue the district vision that all students graduate and are prepared for a successful life. The graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma, and certificate of attendance meet or exceed state requirements.

DEFINITIONS

Modified Diploma

Has the meaning and requirements defined in OAR 581-022-2010.

Extended Diploma

Has the meaning and requirements defined in OAR 581-022-2015

Certificate of Attendance

Has the meaning and requirements defined in OAR 581-022-2020

INSTRUCTION

1. In order to receive a high school diploma, a student must satisfy the requirements established by the State Board of Education.
2. A diploma will be issued to each student who meets the requirements of credits and attendance for graduation.
3. A modified diploma, extended diploma, or certificate of attendance will be issued to students who meet the applicable requirements established by the State Board of Education.
4. A student who takes more than four years to earn the required credits shall be held to the requirements that were in effect when the student entered the ninth grade.
5. A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits which include at least:
 - a. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
 - b. Four credits in language arts (shall include the equivalent of one unit in written composition);
 - i. "Language arts" includes reading, writing and other communications in any language, including English.
 - c. Three credits in science;
 - d. Three credits in social sciences (Must include at least .5 credit from Civics and inclusive instruction in Tribal History/Shared History, Holocaust/Genocide, and Ethnic Studies);
 - i. SB513 which is .5 civics diploma requirement and applies to high school student diplomas awarded on or after January 1, 2026.
 - e. One-half credit of Personal Finance and one-half credit of Higher Education and Career Path Skills;

- i. SB3 which is a .5 Personal Finance and .5 Higher Education and Career Path Skills diploma requirement and applies to high school student diplomas awarded on or after January 1, 2027.
- f. One credit in health education;
- g. One credit in physical education; and
- h. Three credits in career and technical education, the arts or world languages (units shall be earned in any one or a combination).
 - i. "World languages" includes sign language, heritage languages and languages other than a student's primary language.
- i. Electives
 - i. Prior to 2027, an additional 6 credits are needed to meet the minimum 24 credit requirement.
 - ii. Beginning in 2027, only 5 additional credits are needed.
- j. The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements outlined above, a student must:

- i. Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
 - 1. The State Board of Education has suspended this requirement in Essential Skills for students graduating through the 2027-2028 school year.
 - ii. Develop an education plan and build an education profile;
 - iii. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)); and
 - iv. Participate in career-related learning experiences.
- 6. A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards adopted by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below and other criteria, if applicable, outlined in OAR 581-022-2010 (3):
 - i. The student has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
 - ii. The student has a documented history of a medical condition that creates a barrier to achievement.
- b. Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits with at least 13 of those credits to include:
 - i. Three credits in language arts;
 - ii. Two credits in mathematics;
 - iii. Two credits in science;
 - iv. Two credits in social sciences (which may include history, civics, geography and economics).

- v. One-half credit of Personal Finance and one-half credit of Higher Education and Career Path Skills;
 - 1. SB3 which is a .5 Personal finance and .5 Higher Education and Career Path Skills diploma requirement and applies to high school student diplomas awarded on or after January 1, 2027.
 - vi. One credit in health education;
 - vii. One credit in physical education; and
 - viii. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).
- c. Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010. In addition to credit requirements as outlined in OAR 581-022-2010, a student must:
- i. Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
 - 1. The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.
 - ii. Develop an education plan and build an education profile; and
 - iii. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)).
- d. Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:
- i. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in achievement level, construct, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard. The IEP or 504 team must inform the student's parent that the use of a modification on an assessment will result in an invalid assessment;
 - ii. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.
 - iii. Students not on an IEP or a Section 504 Plan may not receive a modified statewide assessment.
 - iv. A student's school team (which must include an adult student, parent/guardian of the student) shall decide if a student will work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.
 - v. A student's school team may decide to revise a modified diploma decision.
 - vi. A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

- vii. For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:
 - 1. Information about the availability of high school diplomas, modified diplomas and the requirements for the diplomas; and
 - 2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

7. Essential Skills

- a. OAR 581-022-2120(2) requires districts to have “policy whether to allow ELL students to demonstrate proficiency in all required Essential Skills in the students’ language of origin.” OAR 581-022-2120(4) waives this requirement through the 2027-28 school year.
 - b. The district will allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills in the student’s language of origin for a high school diploma or a modified diploma.
 - c. The district will develop procedures to provide local performance assessment options as described in the *Local Performance Assessment Manual*, in the ELL student’s language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student’s language of origin are scored by a qualified rater.
 - d. Essential Skills Appeal - The district will establish an appeal process in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.
8. An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations. To be eligible for an extended diploma, a student must:
- a. While in grade nine through completion of high school, complete 12 credits, which may not include more than 6 credits in a self-contained special education classroom, and will include:
 - i. Two credits in mathematics;
 - ii. Two credits in language arts;
 - iii. Two credits in science;
 - iv. Three credits in history, geography, economics or civics;
 - v. One credit in health;
 - vi. One credit in physical education; and
 - vii. One credit in the arts or a world language; and
 - b. Have a documented history of:

- i. An inability to maintain grade level achievement due to significant learning and instructional barriers;
 - ii. A medical condition that creates a barrier to achievement; or
 - iii. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.
- c. For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such documented history has been established, the following:
 - i. Information about the availability of high school diplomas, modified diplomas and the requirements for such diplomas; and
 - ii. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the state or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

9. Certificate of attendance will be awarded to students who:

- a. The local Board shall define criteria for a certificate of attendance as outlined in OAR 581-022-2200
- b. A student who began grade 9 before July 1, 2020, may be awarded an alternative certificate if the student satisfies the requirements for an alternative certificate which are in effect on the day before July 1, 2024
- c. Have maintained regular full-time attendance for at least four years beginning in grade nine;
 - i. "Regular full-time attendance" means not being absent for more than 10 percent of school days that the student is enrolled in a school year. See OAR 581-020-0631 for definition of chronic absenteeism. Excused absences are considered absences for this purpose and will not be counted against a student.
- d. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and
- e. Have a documented history.
 - i. "Documented history" means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.
 - ii. For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:
 - 1. Information about the availability of high school diplomas, modified diplomas and the requirements for the diplomas; and
 - 2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

10. The district will ensure that all students have onsite access to the appropriate resources and courses to achieve high school diplomas, modified diplomas, and extended diplomas at each high school in the district.
11. The district may not deny a student who has the documented history listed under the modified diploma or extended diploma requirements outlined above the opportunity to pursue a diploma with more stringent requirements for the sole reason the student has the documented history.
12. The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is an emancipated minor or who has reached the age of 18 (adult student) at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district must receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.
13. A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or certificate of attendance in the later of 4 years after starting grade 9, or until the student reaches the age of 21 years if the student is entitled to a public education until the age of 21 under state or federal law.
14. A student may complete the requirements for a modified diploma, an extended diploma, or certificate of attendance in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or certificate of attendance in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.
15. A student who qualifies to receive or receives a modified diploma, an extended diploma, or certificate of attendance shall have the option of participating in a high school graduation ceremony with the student's class.
16. A student who receives a modified diploma, an extended diploma, or certificate of attendance shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student. When added together, the district will provide a total number of hours of instruction and services to the student that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school. The district may not unilaterally decrease the total number of hours of instruction and services to which the student has access regardless of the age of the student.
17. The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.
18. Eligible students with disabilities are entitled to a free appropriate public education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma a certificate of attendance or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or certificate of attendance is contingent on the IEP team determining the student's continued eligibility and special education services are needed.
19. Students and their parents will be notified of graduation and diploma requirements.
20. The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education's Opt-out Form and submitting the form to the district.
21. The district will issue a high school diploma to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon

request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

APPLICABILITY

- Students
- Registrars
- Curriculum Assistant Principals
- Principals

ASSOCIATED DOCUMENTS

- INS-W026 – Graduation Requirements
- INS-W012 – Graduation Options, At a Glance
- INS-W008 – Certificate of Attainment, Frequently Asked Questions

APPROVAL AUTHORITY

- Curriculum Director

REVISION HISTORY

- 04/15/2013 – Policy created and approved
- 05/07/2019 – Added language for veterans, removed essential skills during moratorium and added new graduation requirements
- 12/14/2024 – Updated to accessible template and applicable 2024 graduation requirements
- 4/8/25 – Updated graduation requirements