

Individual Graduation Committee Meeting Minutes
State of Texas Assessment of Academic Readiness (STAAR)
or
End-of-Course Assessment
Clear Creek Independent School District
[Insert campus]

Student: **[Insert name]** Date of Notice: **[Insert date of notice]**
 Parent/Guardian: **[Insert name]** Date of Meeting: **[Insert date of meeting]**
 Address: **[Insert address]** Location: **[Insert location]**
 Phone: **[Insert phone #]**

Membership

☒	Member	Name
☐	Principal (or designee)	
☐	Counselor	
☐	Teacher of _____	
☐	Department Chair of _____	
☐	Parent/Guardian	
☐	Parent/Guardian	
☐	LPAC Representative (if applicable)	
☐	Student	
☐	Other	

Purpose/Role

- I. review assessment and accelerated instructional history;
- II. review coursework, grades, and attendance;
- III. prescribe additional requirements; and or
- IV. alternate graduation plan for satisfying high school graduation requirements

I. Review of Assessment Reports (Confidential Student Report, which includes results for each reporting category and for the assessment overall)

[STAAR] EOC Subject	Score/Score Code (scored, absent, other)	Significant improvement from the previous administration
1 st Administration		
2 nd Administration		☐ Yes ☐ No
3 rd Administration		☐ Yes ☐ No
4 th Administration		☐ Yes ☐ No

TSIA2	Score	Acceptable
Reading/Writing		☐ Yes ☐ No
Mathematics		☐ Yes ☐ No

II. Review course work, grades, and attendance (The following criteria is reviewed in determining whether a student is qualified to graduate):

Criteria	Notes	Acceptable
The teacher's recommendation in each relevant course		☐ Yes ☐ No
The student's grade in each relevant course		☐ Yes ☐ No
The student's score on the EOC assessment instrument in which the student failed to perform satisfactorily		☐ Yes ☐ No
The student's performance on the additional academic requirements		☐ Yes ☐ No
The number of hours of remediation the student has attended, including attendance of a college preparatory course		☐ Yes ☐ No
The student's attendance and successful completion of college preparatory courses in reading or mathematics		☐ Yes ☐ No
The student's school attendance rate		☐ Yes ☐ No
The student's satisfaction of the TSIA college readiness benchmarks set by the THECB (SAT, ACT, or TSIA2 cut scores)		☐ Yes ☐ No
The student's successful completion of a dual credit course in one of the four core subject areas		☐ Yes ☐ No
The student's completion of a Honors, AP, or IB program course in one of the four core subject areas		☐ Yes ☐ No

Criteria	Notes	Acceptable
The student's "Advanced High" rating on the most recent high school administration of the TELPAS		☐ Yes ☐ No
The student's score of 50 or better on a CLEP test		☐ Yes ☐ No
The student's scores on ACT, SAT, or ASVAB tests		☐ Yes ☐ No
The student's completion of a sequence of CTE program courses required to attain an industry-recognized credential or certificate		☐ Yes ☐ No
The student's overall preparedness for postsecondary success		☐ Yes ☐ No
Any other applicable academic information		☐ Yes ☐ No

III. Prescribe additional requirements

Notes

IV. Alternate Graduation Plan

- ☐ TSIA2: ☐ Mathematics (Algebra I) ☐ Reading/Writing (English I/English II)
☐ Student has passed all of the related coursework for the graduation requirements
☐ Remediation
 ☐ Portfolio
 or
 ☐ Project
☐ Coursework submitted from the relevant course

Signatures

Member	Signatures	
Principal		☐ Agree ☐ Disagree
Counselor		☐ Agree ☐ Disagree
Teacher of _____		☐ Agree ☐ Disagree
Department Chair of _____		☐ Agree ☐ Disagree
Parent/Guardian* (circle one)		☐ Agree ☐ Disagree
Parent/Guardian* (circle one)		☐ Agree ☐ Disagree
LPAC Representative (if applicable)		☐ Agree ☐ Disagree
Student		☐ Agree ☐ Disagree
Other		☐ Agree ☐ Disagree

Determination	
The student may graduate on the basis of the committee's unanimous decision	☐ Yes ☐ No

The decision of the IGC is final and may not be appealed.