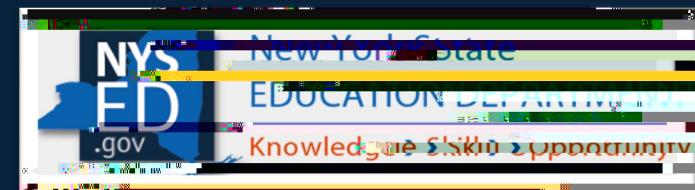


# Issuing Diplomas to Eligible Students Placed in a Residential Facility

May 26, 2022



# Background and History



# Definitions

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## Residential facility (the facility)

a facility operated or administered by a state department or agency or political subdivision of the state pursuant to [Education Law 112](#) or a correctional facility as defined in [Correction Law 2\(4\)](#) which provides educational programming to youth aged 21 or younger who have not received a high school diploma and who are placed, committed, supervised, detained or confined at the facility

## District of location

the school district in which the facility where the youth is placed, committed, supervised, detained or confined is located

## Credit granting school district

the school district or local education agency providing an educational program and granting diploma credits to students placed in a residential facility

## Diploma issuing district

the school district that is determined to be responsible for the issuance of the diploma



# Determination of Diploma Issuing District

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Student's educational program is provided by and completed at the residential **facility**

District of location issues the diploma

A **school or district** other than the district of location is providing credit bearing coursework to the student

Credit-granting school district issues the diploma





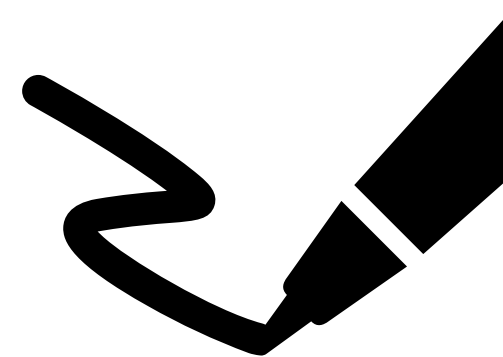
# Credit Attestation

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The chief administrator of the residential facility attests the student:

- successfully completed a unit of study; and/or
- met the requirements for the award of:
  - credit by exam; and/or
  - make-up credit; and/or
  - credit for independent study; and/or
  - credit for online and/or blended courses

- was provided instruction by a certified teacher



# Summary Form

**Request to Issue a Diploma for a Student in a Residential Facility**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ NYSSIS ID: \_\_\_\_\_

Student has:  a current Individualized Education Program (IEP)  safety net eligibility

Current Residential Facility: \_\_\_\_\_

Person's Social Security Number: \_\_\_\_\_

\_\_\_\_\_

As the chief educational officer of this facility, I attest this student met the New York State diploma requirements. The following attachments are included:

Student records indicating credit and assessment requirements earned at New York State \_\_\_\_\_

Documentation of credit attached to by current or previous residential facilities as allowed by [§ 87.2\(3\)\(b\)](#) [CRR-NY 100.5\(d\)\(5\)\(2\)](#).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Chief Educational Officer (Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Chief Educational Officer (Signature)

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Discipline	Exam Name	Score(s)	Grade
English			
Math			
Science			
History			
Art			
Physical Education			
Foreign Language			
Health			
Music			
Technology			
Special Education			
Other			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Diploma Issuing District Responsibility Review and Notify

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# Diploma Issuing District Responsibility

## Clarify the District's Determination

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Student **has not** met the diploma requirements

Notification includes a clear description of any requirements not met

Student **has** met the diploma requirements

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# Response Templates

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## *Diploma Requirements Have Been Met*

Insert school district letterhead.

Date

Re: Request to Issue a Diploma to a Student in a Residential Facility

Dear (Enter chief educational officer's name.)

This is to certify that the student named in the enclosed request has met the requirements for graduation as set forth in the applicable state statute and local board of education policy. The student has completed the required coursework and has earned the necessary credits for graduation. The student's record shows that all requirements for graduation have been met.

Sincerely,

(Enter name)  
(Enter title)

*Diploma Requirements Have Not Been Met*

This is to certify that the student named in the enclosed request has not met the requirements for graduation as set forth in the applicable state statute and local board of education policy. The student has not completed the required coursework and has not earned the necessary credits for graduation. The student's record shows that the requirements for graduation have not been met.



# Diploma Issuing District Responsibility

## Enroll and Issue

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Enroll the student,  
create a transcript,  
and retain student  
records



Forward the student's  
diploma and  
transcript by  
registered mail to the  
facility no later than  
the next regular  
diploma issuance  
date (January, June,  
August )



Report the student as  
a graduate in the  
Student Information  
Reporting System  
(SIRS)



# Accountability Impact

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Issuing the diploma  
**will....**

Positively impact the 4-  
year, 5-year, and/or 6-year  
Graduation Rate for  
districts only

Issuing the diploma **will  
not...**

Impact the following  
indicators at the school or  
district level:

Composite;  
English Language  
Proficiency;  
Progress;  
Chronic Absenteeism; and  
College, Career, & Civic  
Readiness



