



DIPLOMA REQUIREMENTS 101 *ver.1.2*

A resource guide on meeting state and PPS graduation requirements

This guide includes information on the following requirements:

Part I – Credit Requirements

What are the requirements for earning a

- Standard PPS Diploma
- Modified Diploma
- Extended Diploma
- Alternative Certificates

Key information and resources on credit requirements

Part II – Other Graduation Requirements

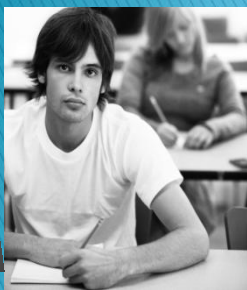
Section A: Personal Learning Requirements

- *Timelines for implementation*

Section B –Essential Skills Requirements

- *What are the requirements for general education students*
- *A guide to the requirements and modifications available for SPED/504 students*
 - *A guide to the requirements and modifications available for ELL students*
- *Key information & resources for further information on PLRs and Essential Skills*

Office of High Schools 12/5/2011



2/15/2012

Part I: Credit Requirements

To earn a *Standard Diploma* students must complete these courses

SUBJECT	CREDITS
English	4
Math (Alg. 1 & Above)	3
Science	3
Social Studies (1 credit each/Modern World History & US History and .5 credit each/Economics & Government)	3
Physical Education	1
Health Education	1
World Language (2years same language)	2
Career and Technical Education, The Arts or 3 rd year of World Language	1
Electives	6
TOTAL CREDITS REQUIRED	24

To earn a *Modified Diploma* students must complete these courses

Note: Unless the student meets specific requirements as written in state OAR 581-022-1130, students should be placed on a modified course of study no sooner than 6th grade or later than 2 years prior to graduation

SUBJECT	CREDITS
English	3
Math	2
Science	2
Social Studies	2
Physical Education	1
Health Education	1
Career and Technical Education, The Arts or World Language	1
Electives (9 credits must be transition related)	12
TOTAL CREDITS REQUIRED	24

Students on a modified course of study may earn units of credit through regular education with or without accommodations or modifications and through modified courses.

Part I: Credit Requirements (cont)

To earn an *Extended Diploma* students must complete these courses

›Note: To be eligible for an extended diploma, students must have participated in an alternate assessment beginning no later than 6th grade & lasting 2 or more assessment cycles OR have a serious illness or injury that occurs after 8th grade that changes the student's ability to achieve at grade level.

SUBJECT	CREDITS
English	2
Math	2
Science	2
Social Studies	3
Physical Education	1
Health Education	1
Career and Technical Education, the Arts or World Language	1
TOTAL CREDITS REQUIRED	12*

* While only 12 credits are required to earn an *Extended Diploma*, students must be in high school a minimum of 3 years to qualify for this diploma.

To earn an *Alternative Certificate of Completion*

Two different *Alternative Certificates* may be given to students who meet the minimum requirements established by the District, but do not meet the requirements of a standard, modified, or extended diploma. Under the umbrella of the Alternative Certificate, PPS students may be granted either an Individual Education Certificate or a Certificate of Participation. **There are no state course requirements for either of these certificates** however PPS has the following policy in place to determine which certificate students should receive.

Individual Education Certificate	Certificate of Participation
<p>This certificate is given to a student who:</p> <ul style="list-style-type: none"> •Is not able to meet the qualifications for a modified or extended diploma •Has met IEP goals and/or showed measurable progress on IEP goals •Attained 24 credits in non-core areas •Enrolled for a minimum of 1 semester 	<p>This certificate is given to a student who:</p> <ul style="list-style-type: none"> • Has an IEP that is focused on daily living skills & employment training (<i>may include functional routines if the student is not likely to have a vocation outside of school</i>) • At the end of the school year have turned 21 years of age but have not met the requirements for a diploma

Part I: Additional Key Information & Resource Tools



Standard Diploma Exception Waivers:

ALL PPS graduates – except those pursuing Modified & Extended diplomas or either of the Alternative Certificates must meet the PPS World Language credit requirement. Under very special and extenuating circumstances students pursuing a standard PPS diploma may seek a waiver from PPS graduation requirements that are in addition to the state requirements as defined in [Board Policy 4.20.042](#). If approved, these students will be granted a PPS State Diploma. The term “state diploma” is used to define the diploma type in eSIS – it is NOT a state of Oregon diploma – the state does not award diplomas – only local school boards may do so. The PPS State diploma should not be viewed as another PPS diploma type but rather as an option approved by the school board to allow students entering our system late or under special circumstances to obtain a regular diploma by earning the minimum state requirements. Note: students who have been granted waivers from the District’s World Language requirement will be required to meet the state requirement of 3 credits in any combination of the following courses:

- *The Arts*
- *World Language*
- *Career and Technical Education*

PLEASE REMEMBER: When students are moved from the standard PPS diploma to a PPS State Diploma the school must change the diploma type in eSIS. When this is done, the transcript will also change to reflect the minimum state requirements. The state minimum graduation requirements may be found at <http://www.ode.state.or.us/search/results>

The school must also remember to order the PPS state diploma for that student when ordering their diplomas. Waiver forms are found at <http://www.pps.k12.or.us/departments/curriculum/4729.htm>



What is the CTE credit ????

The PPS Standard and Modified Diplomas, & the PPS State Diploma each require students to earn credits in either the Arts, World Language or CTE in order to meet the state graduation requirement. **The CTE credit does NOT need to be in an approved CTE/Perkins Program of Study**; however, the course should include instruction in technical content as well as exposure to careers related to that content. Schools may run the Diploma Requirement Report in eSIS to determine what courses align to the CTE, Arts, or the World Language requirement. ODE’s website provides more information regarding what courses may be used to meet this requirement: <http://www.ode.state.or.us/search/results/?id=271>



Where to go for more information or assistance about these requirements:

You may find more information on the Oregon Diploma at:
<http://www.ode.state.or.us/search/results/?id=368>

For more information on the PPS diploma requirements please go to:
<http://www.pps.k12.or.us/departments/curriculum/2906.htm>



Part II Section A: Other Graduation Requirements - PLR's

The state requires students earning either a standard, modified, or PPS state diploma to also complete the Personalized Learning Requirements. These are often referred to as PLR's. Students earning an extended diploma are not required to meet this requirement. The District is phasing in these requirements as follows:

▶ **2012 Graduates** must complete an Education Plan and Profile, currently in PPS this requirement is fulfilled through student forecasting and documented by their transcript that shows a completed high school course of study. In addition all 2012 graduates must have completed one Career Related Learning Experience. In PPS this is documented through Naviance.

▶ **2013 & 2014 Graduates** must have completed all the above PLRs plus a resume. This requirement may be done as part of a class or documented through Naviance.

▶ **2015 and beyond** – students must complete all of the above plus the career activities+, the *Extended Application** and reflections in Naviance. *For additional explanation please refer to chart below.*

Current Grade (In 2011-12)	Grade 12	Grade 11	Grade 10	Grade 9
By graduation year, students will complete PLR requirements as indicated:	12th Grade 2012	11th 2013	2014	2015
Personal Education Plan	<ul style="list-style-type: none"> ▶ Forecasting with counselor ▶ Documentation in transcript 	<ul style="list-style-type: none"> ▶ Forecasting with counselor ▶ Resume ▶ Documentation in transcript 	<ul style="list-style-type: none"> ▶ Forecasting with counselor ▶ Resume ▶ Documentation in transcript 	<ul style="list-style-type: none"> ▶ Career activities+ and reflections in Naviance ▶ Resume ▶ Forecasting with counselor ▶ Documentation in Naviance
Career Related Learning Experiences	<ul style="list-style-type: none"> ▶ Required ▶ Documentation in Naviance 	<ul style="list-style-type: none"> ▶ Required ▶ Documentation in Naviance 	<ul style="list-style-type: none"> ▶ Required ▶ Documentation in Naviance 	<ul style="list-style-type: none"> ▶ Required ▶ Documentation in Naviance
Extended Application	<ul style="list-style-type: none"> ▶ Optional 	<ul style="list-style-type: none"> ▶ Optional 	<ul style="list-style-type: none"> ▶ Optional 	<ul style="list-style-type: none"> ▶ Required ▶ Documentation TBD

+Guidelines and more information on career activities may be found at:
<http://www.pps.k12.or.us/departments/pathways/4747.htm>

** In the Extended Application students will apply knowledge and skills in the areas of their interests and post-high school plans. Examples could include Internships, IB Extended Essay, Portfolio, Science Fair Project. As of now, the District has not determined how we will document completion of this requirement.*

Part II Section B: The Essential Skills Overview

Timelines have been set for phase-in of the Reading, Writing, and Math Essential Skills.

The chart below shows the other Essential Skills that have identified as future requirements; however, no date for implementation has been set:

Listen actively and speak clearly & coherently	Demonstrate civic & community engagement
Think critically and analytically	Demonstrate global literacy
Use technology to learn, live & work	Demonstrate personal management & teamwork skills

A description of each Essential Skill is found at:

<http://www.ode.state.or.us/teachlearn/certificates/diploma/essential-skills-definitions.pdf>

All students seeking a standard, modified, or PPS state diploma must meet the Essential Skill Requirements listed on the chart below. Exceptions or modifications for SPED/504 or ELL students may be granted as outlined in the next section.

School year when student first enrolled in 9 th grade	Reading Read and comprehend a variety of text	Writing Write clearly and accurately	Math Apply mathematics in a variety of settings
2008-2009	Required		
2009-2010	Required	Required	
2010-2011	Required	Required	Required
2011-2012 and beyond – additional requirements TBD	Required	Required	Required

To recap the chart: students who entered 9th grade in 2008 -09 must demonstrate proficiency in the Essential Skill of reading to obtain a standard, modified, or PPS State diploma. Students who entered 9th grade in 2009-10 must demonstrate proficiency in the Essential Skills of reading and writing, while students who entered 9th grade in 2010 and beyond must demonstrate proficiency in the Essential Skills of reading, writing and applying mathematics.



There are several options available for students to meet this requirement. The following table shows the approved testing options students may use and scores required	SCORE
OAKS – Reading and Math	236
ACT – Reading/Math	18/19
PLAN – Reading/Math	18/19
Work Keys – Reading and Math	5
Compass – Reading/Math	81/66
ASSET – Reading/Math	43/41
AP PLACEMENT TESTS	3
IB Tests	4
PSAT – Reading/Math	44/45
SAT – Reading/Math	440/450

Part III: Modifying the Essential Skills Requirement

SPED/504 and the Essential Skills Requirement

All students who are receiving special education services or on 504 plan are required to complete the Essential Skills Requirement . However, some students may be eligible for modifications to the assessment administration and/or the achievement standard if they are pursuing a Modified Diploma. **Districts may make modifications when the following conditions are met:**

- Modifications to Work Samples must be consistent with the requirements established in the student's IEP. Any modifications to statewide assessments must be consistent with [OAR 581-0220610-section 4\(d\)](#). School IEP teams should consider the individual student's IEP or 504 plan to determine if the work samples or OAKS assessments necessitate modifications consistent with the requirements of the student's IEP or 504 Plan.
- If a student is eligible, modifications may be made in either the achievement level, construct, or measured outcome of an assessment.
- School or IEP teams responsible for approving modifications may adjust the administration of the assessment AND/OR the assessment's achievement standard.
- Students working toward a modified diploma but not on an IEP may also be eligible to receive modifications; however, modification is limited to work samples that are consistent with the modification the student has received during instruction and must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma. Work Sample opportunities must be provided to the student during class time in the content area being assessed.
- **Students with disabilities who are seeking either an Extended Diploma or either one of the Alternative Certificates (Individual Education Certificate or the Certificate of Participation are exempt from the Essential Skills Requirement.**

A key district resource document: Essential Skills Modifications may be found on the Curriculum Department Website.

The following ODE link gives detailed information on the Essential Skills and how to serve your SPED/504 students: <http://assessment.oregonk-12.net/content/section-41-special-education-students>

Modified OAKS assessments will remain invalid for purposes of school and district accountability

The ELL student and the Essential Skills Requirement

Limited English Proficient Students (LEP) may be eligible for assessment modifications . The OAKS test is available in Spanish for schools to order. In addition, according to state regulations, (OAR 581-022-0615, the District will be adopting a process to allow LEP students to demonstrate Essential Skill proficiency in their native language using statewide or local assessments as appropriate and available. This option will be available to PPS students in 2012. To be eligible for this modification, students must :

- Be on track to graduate
- Have been in U.S. schools less than 5 years
- Have received a score of at least 3 on the ELPA test*

**The state provided data for each school district with the number of students it believes will meet this criteria. According to this data from 009/10 it is estimated 173 PPS students may be eligible for language assessment modifications in 2011-12.*

Essential Skills key information and resources...



What is the process for entering work samples?

High schools are responsible for collecting work sample data and entering it into the eSIS system. Administrators at each high school are responsible for determining how work samples will be completed, and entered into the data system. The I.T. department has developed some very useful guides to assist school personnel in entering and tracking this requirement in eSIS. You will find step by step instructions by going to:

https://inside.pps.k12.or.us/depts/esis/tracks/TT22_EssentialSkillsTracking_QRG.pdf

Schools may be able to receive funding to assist with entering data. Research and Evaluation may be able to provide pay for up to 200 hours of extra time/per school. If your school could use some of this support or has any questions about work sample collection and requirements, please contact Mike Shadder in R & E.



What is the process for entering test scores?

R & E is responsible for entering student test scores into the student data collection system. Schools may contact R & E with any questions concerning the posting of test scores on to the student's transcript.



What happens if a student doesn't meet these requirements but meets all the others?

In March 2010, the State Board of Education adopted a policy that required local school districts to develop a process which would allow students to appeal the District decision to deny a high school diploma based on the Essential Skills graduation requirement. At that time the state stated it would establish guidelines for local policies. As of this date, the state has not developed these guidelines. PPS will continue to seek information from the state to assist the District in developing its policy and plans to have a policy in place to meet this requirement by February, 2012.



For More Information:

The Test Administration Manual written by ODE provides information on work sample protocols. This information may be accessed at:

http://www.ode.state.or.us/wma/teachlearn/testing/admin/2011-12_appendix-m.pdf

