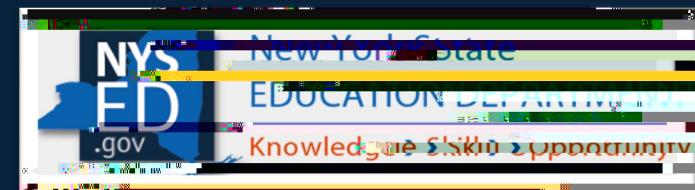


Issuing Diplomas to Eligible Students Placed in a Residential Facility

May 26, 2022



Background and History



Definitions

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

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



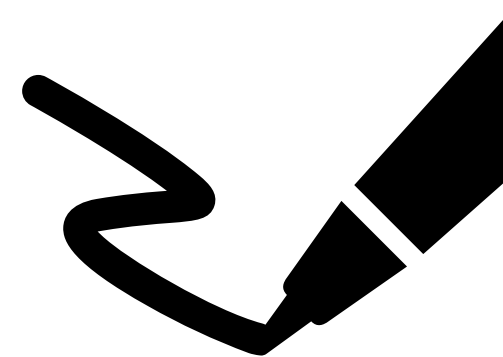


Credit Attestation

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) to be notified: _____

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			
Other			

Signature: _____ Date: _____



Diploma Issuing District Responsibility Review and Notify



Diploma Issuing District Responsibility

Clarify the District's Determination

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

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 notification certifies that the student has met the requirements for graduation as outlined in the school district's graduation requirements. The student has completed all required coursework and has met the minimum requirements for graduation. The student's record reflects that all requirements have been met.

Sincerely,

(Enter name)

(Enter title)

Diploma Requirements Have Not Been Met

This notification certifies that the student has not met the requirements for graduation as outlined in the school district's graduation requirements. The student has not completed all required coursework and has not met the minimum requirements for graduation. The student's record reflects that all requirements have not been met.



Diploma Issuing District Responsibility

Enroll and Issue

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

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



