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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 8100.1

## REGULATION: SCHOOL COMPLETION CERTIFICATE

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### 1. REQUIREMENTS FOR THE GRANTING OF A SCHOOL COMPLETION CERTIFICATE

The Board will submit to the Minister the names of students to be awarded a School Completion Certificate, including Students with Special Needs, who have an Individual Education Plan (IEP) and are enrolled in an educational program that is not designed to meet the requirements for the granting of a Certificate of Graduation (Dogwood Certificate).

To be eligible for a School Completion Certificate, a student must meet the following criteria:

1. Evidence of meaningful progress towards the completion of IEP goals and objectives.
2. Completion of Components of Graduation Transitions or credit granted for XSIEP12T (Graduation Transitions).
3. Evidence of meaningful consultation with parents/guardians.

Details for each requirement are contained in the Surrey School Board's "School Completion Certificate Process Handbook".

### 2. EVALUATION AND ASSESSMENT

The learning outcomes for a student's program will be contained in a student's Individual Education Plan (IEP). The case manager and/or the classroom teacher will develop those learning outcomes for individualized Locally Developed (LD) courses.

Schools must issue marks in a manner consistent with the Provincial Letter Grade Order. In some courses, students on school completion programs will be evaluated using standards established for other students. In Locally Developed courses, marks will be based on appropriate measures of individualized progress.

### 3. ADMINISTRATIVE PROCEDURES

Schools must ensure:

- That any student who is deemed to be on a program other than one that leads to a graduation certificate must have an Individual

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Education Plan (IEP) and that IEP must meet requirements as outlined in Ministerial Orders, Ministerial Regulations and the *School Act*. The IEP must clearly indicate that the program of studies will not lead to a Certificate of Graduation (Dogwood Certificate).

- That parents and/or guardians and, where appropriate, the students are included in the development and ongoing assessment of the IEP.
- That progress on the educational program developed for every student shall be reported on a regular basis.
- That reporting processes are in place to enable the Ministry of Education to issue a School Completion Certificate and a Student Transcript to students who are not on a graduation program.

Approved: 2008-10-23

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