



MODIFIED AND/OR EXTENDED DIPLOMA PROCEDURAL CHECKLIST

Student: _____ eSIS# _____

Date/Initials:

- _____ 1. Modified/Extended Diploma referral meeting is scheduled based on receipt of information/request. All required members are invited.
- _____ 2. Counselor/Case manager solicits information from all current classroom teachers and gathers other relevant materials for consideration by the Modified/Extended Diploma team.
- _____ 3. Referral meeting is convened and results of recommendation are documented on Modified/Extended Diploma Determination Form.
- _____ 4. If Determination result is a High School Diploma, the documents are placed in the student's cumulative file and no further action is taken at this time.
- _____ If Determination result is to defer to later date, note date here: _____. Schedule meeting with required members. Place all documents in the student's cumulative file.
- _____ If Determination result is a recommendation to change to a Modified/Extended Diploma. Copies of all documents are placed in student's cumulative file.
- _____ 5. If the student is on an IEP, an IEP meeting is scheduled to make/note a decision. The case manager completes a prior written notice of the team's decision and provides the notice and a copy of the parental rights booklet to the parents. (This must be done for any diploma change meeting, whether the determination was made to move to modified/extended diploma or not.)
- _____ 6. Counselor/Case manager convenes parent/student conference for Modified/Extended Diploma Plan Review and Contract signing.
- _____ 7. Counselor/Case manager notifies registrar of modified/extended diploma decision.
- _____ 8. Counselor/Case manager serves as diploma manager. He/She notifies teachers of modified/extended diploma decision and any related issues at the beginning of each semester.