



**Graduation Requirements- Modified Diploma, Extended Diploma, and Alternative Certificate**

It is the goal of Portland Public Schools to support all students in achieving high academic standards and earn a high school diploma. The district recognizes that for a small number of students a modified diploma, extended diploma, or alternative certificate is the best way to make meaningful academic gains and successfully transition to post-secondary connections due to significant learning and instructional barriers.

**I. Definitions**

- A. Documented History: evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.
- B. Instructional Barrier: a significant physical, cognitive or emotional barrier that impairs a student's ability to maintain grade level achievement.
- C. Modified Course: a course that has been systematically changed or altered for a student only after reasonable instructional strategies (e.g. accommodations, remediation) are exhausted.
- D. Credit by Proficiency: a student may be given credit for successful demonstration of knowledge and skills that meets or exceeds defined levels of performance. Students may demonstrate proficiency through classroom work or documentation of learning experiences outside of school, or through a combination of these means.

**II. General Requirements**

- A. Portland Public Schools will provide information annually to all parents/guardians about the availability of a modified diploma, extended diploma and an alternative certificate and the requirement for the diplomas and certificates.
- B. Beginning in grade five, PPS will annually provide information to the parents or guardians of a student taking an alternate assessment about the availability of the modified, extended diploma and certificate options.
- C. PPS will ensure that students have access to needed courses, modifications and supports to pursue a modified diploma or extended diploma and to progress in the general education curriculum. Additionally, students will have access to age appropriate and developmentally appropriate literacy instruction until graduation.
- D. PPS will inform the student and the student's parent/guardian if the courses in



**Graduation Requirements- Modified Diploma, Extended Diploma, and Alternative Certificate**

grades 9-12 have been modified for the student. Transcripts will clearly identify modified courses that do not count toward the high school diploma but do count toward a modified or extended diploma.

**III. Consent Requirements**

- A. Written consent is required at the time the modified or extended diploma decision is made by the school team, as defined in section V. (E) below, and also required during the school year in which the modified or extended diploma is awarded.
- B. Consent must be provided as follows:
  - 1. By the parent/guardian if the student is under 18 years old and not emancipated;
  - 2. By the student if the student is 18 years old or older, or under 18 and emancipated; or
  - 3. By the guardian if the student is 18 or older and has a court-appointed legal guardian.

**IV. Exclusions**

- A. Eligibility for a modified or extended diploma does not apply to students engaging in the use of illegal drugs or alcohol if the significant learning and instructional barriers are due to the use of illegal drugs or alcohol.
- B. A student no longer engaging in the use of illegal drugs or alcohol may be considered for a modified or extended diploma if the student:
  - 1. Has successfully completed a supervised drug or alcohol rehabilitation program and is no longer engaged in the illegal use of drugs or alcohol; or
  - 2. Has been rehabilitated successfully and is no longer engaged in the illegal use of drugs or alcohol; or
  - 3. Is participating in a supervised rehabilitation program and is no longer engaging in the use of illegal drugs or alcohol.

**V. Modified Diploma**

- A. PPS may only award a modified diploma to students who have demonstrated the inability to meet the full set of academic content standards for a high school diploma even with reasonable modifications and accommodations.
- B. Although the modified diploma is considered by the state to be the equivalent to a high school diploma for some purposes, the modified diploma may limit access to post-secondary options. For example, many 4-year universities and



**Graduation Requirements- Modified Diploma, Extended Diploma, and Alternative Certificate**

various branches of the military may not accept a modified diploma as evidence of completion of high school.

- C. Criteria for consideration for a modified diploma:
  - 1. A documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
  - 2. A documented history of a medical condition that creates a barrier to achievement.
- D. Decision-Making Team
  - 1. The decision to consider a student for a modified diploma will be made by a team composed, at a minimum, of the following members:
    - a. building administrator or designee,
    - b. general education teacher,
    - c. counselor or case manager,
    - d. student, and
    - e. parent/guardian if student is under 18 and not emancipated, or if student is over 18 and has court-appointed legal guardian.
  - 2. For a student with a 504 plan, the school 504 coordinator must be in attendance, and the 504 team makes the decision.
  - 3. For a student served by English as a Second Language (ESL), an ESL administrator or designee must be in attendance.
  - 4. For students on an Individualized Education Program (IEP), the IEP team makes the decision.
- E. When Modified Diploma Decision is Made
  - 1. Consideration for a modified diploma may take place as early as the end of 6th grade and no later than 2 years before the student's anticipated exit from high school.
  - 2. A student's school team may recommend a student for consideration for a modified diploma less than two years from anticipated exit from high school if the student's documented history as defined in section V. (C) has changed.
  - 3. The student or parent may request a meeting to determine whether the student is able to successfully return to a high school diploma plan. Such a change may require that the student attend high school beyond the usual 4 years (grades 9-12).



**Graduation Requirements- Modified Diploma, Extended Diploma, and Alternative Certificate**

- F. Requirements for Receiving a Modified Diploma:
  - 1. A modified diploma requires successful completion of the following:
    - a. a modified diploma plan of 24 credits, including the following 12 credits of study as outlined below:
    - b. 12 units of credit to meet the needs of the individual student’s education plan. Of these 12 credits, 9 should be in the areas of school-to-work transition, school-to-life transition, career related learning, or future education.

<b>Subject</b>	<b>Units of Credit</b>
English Language Arts	3
Mathematics	2
Science	2
Social Sciences (which may include history, civics, geography and Economics, including personal finance)	2
Health Education	1
Physical Education	1
Career Technical Education, The Arts or Second Languages (units may be earned in any one or a combination)	1
<b>Total Required Content Credits</b>	<b>12</b>

- c. Essential Skills: A student receiving a modified diploma must demonstrate proficiency in the essential skills of reading, writing and math. The proficiency standard may be modified for students pursuing a modified diploma. The modified standard is determined by the student’s IEP or 504 team and documented on the IEP or 504 plan.
- d. Oregon’s Personalized Learning Requirements: A student receiving a modified diploma must:
  - 1) develop a personal education plan and education profile
  - 2) demonstrate extended application through a collection of evidence
  - 3) demonstrate career-related knowledge and skills
- e. Students shall have the option to earn credit by demonstrating proficiency.



**Graduation Requirements- Modified Diploma, Extended Diploma, and Alternative Certificate**

**VI. Extended Diploma**

- A. An extended diploma is a document that is awarded to students who have demonstrated the inability to meet the full set of academic content standards for a high school diploma or modified diploma even with reasonable modifications and accommodations.
- B. An extended diploma is not equivalent to a high school diploma and may limit access to post-secondary options.
- C. Criteria for consideration for an extended diploma:
  - 1. A documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers;
  - 2. A documented history of a medical condition that creates a barrier to achievement; or
  - 3. A serious illness or injury that occurred after grade eight, that changed the student's ability to participate in grade level activities.
- D. Decision-Making Team
  - 1. The decision to consider a student for an extended diploma will be made by a team composed, at a minimum, of the following members:
    - a. building administrator or designee,
    - b. general education teacher,
    - c. counselor or case manager,
    - d. student, and
    - e. parent/guardian if the student is under 18 and not emancipated, or if the student is over 18 and has a court-appointed legal guardian.
  - 2. For a student with a 504, the school 504 coordinator must be in attendance, and the 504 team makes the decision.
  - 3. For a student served by ESL, an ESL administrator or designee must be in attendance.
  - 4. For students on an IEP, the IEP team makes the decision. The parent must be in attendance. A building administrator or designee must be part of the IEP team when considering an extended diploma.
- E. When Extended Diploma Decision is Made
  - 1. Consideration for an extended diploma may take place as early as the end of 6th grade and no later than 2 years before the student's anticipated exit from high school.



**Graduation Requirements- Modified Diploma, Extended Diploma, and Alternative Certificate**

- a. A student’s school team may recommend a student for consideration for an extended diploma less than two years from anticipated exit from high school if the student’s documented history as defined in section VI. (C) has changed.

**F. Requirements**

- 1. An extended diploma requires successful completion of the following:
  - a. an extended diploma plan
  - b. 12 credits of study as outlined below, with no more than 6 credits awarded in a self-contained special education classroom:

<b>Subject</b>	<b>Units of Credit</b>
English Language Arts	2
Mathematics	2
Science	2
Social Sciences (which may include history, civics, geography and economics, including personal finance)	3
Health Education	1
Physical Education	1
The Arts or Second Languages (units may be earned in any one or a combination)	1
<b>Total Required Content Credits</b>	<b>12</b>

**VII. Alternative Certificate**

- A. The alternative certificate is not a diploma and is not associated with alternative programs. In most cases, the alternative certificate will be a consideration for students qualifying for special education services and who are not able to meet the requirements of a modified diploma or extended diploma.
- B. The decision to consider a student for an alternative certificate will be made by a building team (i.e. student’s IEP team) and is based on individual student’s needs and achievement.
- C. The District may issue an Individual Education Certificate to a student who is not able to meet the qualifications for a modified diploma or extended



**Graduation Requirements- Modified Diploma, Extended Diploma, and Alternative Certificate**

diploma and has met IEP goals and/or showed measurable progress on IEP goals, attained 24 credits in non-core areas, and was enrolled for a minimum of 1 semester in a District school or program.

**D. Certificate of Participation**

1. The District may issue a Certificate of Participation to a student whose IEP is focused on daily living skills and employment training (may include functional routines if not likely to have a vocation outside of school) and was enrolled for a minimum of 1 semester in a District school or program.
2. A Certificate of Participation may be awarded to students who, at the completion of the school year in which they turn 21, have fully participated in a school program during the time they were enrolled but have not met the requirements for a diploma.

**VIII. Timeline for Completion**

A. PPS will provide students with the opportunity to receive a modified diploma, extended diploma or certificate of participation for the later of:

1. Four years after starting grade nine; or
2. The end of the school year in which the student turns 21, if the student is entitled to a public education until the age of 21 under state or federal law.

B. A student may satisfy the requirements for a modified diploma, extended diploma or certificate of participation in less than four years with written consent of the parent, if the student is under 18, or consent by student or guardian if student is 18 or older.

1. Written consent will clearly state that the parent, guardian or student is waiving the time allowed for completion.
2. Consent may not be used to allow a student to satisfy the requirements in less than three years.
3. A copy of all consents will be sent to the Superintendent.