



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe the protocol for assigned students to the 9th grade and establishing the graduation date.

PROCEDURE

1. Students entering high school after completion of the eighth grade are assigned to the ninth grade.
2. When a student enters 9th grade for the first time, his/her graduation date must reflect a date of four (4) years from the school year that he/she entered high school. If a student enters 9th grade for the first time during the spring semester of a school year, the student's graduation date should be the same as if the student entered 9th grade in the fall semester (e.g. student enters fall of 2008 - graduation date will be 2012; student enters spring of 2009 - graduation date will be 2012). Once established after the student enrolls in the 9th grade, the student's graduation date will not be changed even if the student graduates early.
3. Schools must not change the expected graduation date without permission from the Senior Director, Student Accounting.
4. When a student who has entered 9th grade transfers in from a school outside the District, the student's grade year must reflect a date of 4 years from June of the year in which he/she attended 9th grade.
5. When a student who has entered 9th grade but was retained while in high school transfers in from a school outside the District, the student is enrolled in the appropriate grade level for the cohort at the time he/she was first enrolled as a 9th grade student. The grade levels on the transcript for the enrollee will be honored as presented.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to provide instruction to schools in entering the expected date of graduation for incoming 9th graders.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative Procedure complies with the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
04/01/2012	2.0	Revised
08/01/2013	3.0	Revised
12/05/2013	4.0	Revised: converted to Administrative Procedure