



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Graduation Verification for Students Attending Nonpublic Schools

**NUMBER:** REF-6055.0

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**ROUTING**  
Senior High Schools  
Senior High School Administrators  
Instructional Superintendents  
Instructional Directors  
Special Education Service Center Administrators

**DATE:** May 6, 2013

**PURPOSE:** The purpose of this Reference Guide is to provide procedures for verifying graduation status for students with disabilities attending nonpublic schools.

**MAJOR CHANGES:** Not Applicable

**BACKGROUND:** Students attending nonpublic schools are required to meet the same criteria for graduation as their public school peers. The school of residence is responsible for working with nonpublic schools to determine the graduation eligibility for all students with disabilities who attend nonpublic schools.

- PROCEDURES:**
- I. At least six months prior to a student’s graduation the nonpublic school administrator will submit the following two documents to the administrator/designee at the District school of residence:
    - A. Cover letter (sample provided as Attachment A)
    - B. NPS student transcript
    - C. “Request for Verification of Graduation Status of Nonpublic School Students” form (Attachment B)
  - II. Upon receipt of the aforementioned documents from the nonpublic school, administrators/designee(s) at the District school of residence are requested to complete the following four steps within fourteen (14) working days:
    - A. Review the attached student transcript to determine the student’s status toward meeting graduation requirements



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## **PROCEDURES (cont.):**

- B. Using the “Request for Verification of Graduation Status of Nonpublic School Students” form (Attachment B), validate the accuracy of the nonpublic school’s evaluation by completing the “Verification by Home School APSCS” section
- C. Sign, date, and return the verification form (Attachment B) to the nonpublic school
- D. Retain a copy of the completed verification form in the student’s cumulative record file

## **RELATED RESOURCES:**

- *Modified Consent Decree*
- REF-5757.1: “Nonpublic School (NPS) Placement Policies and Procedures for Individualized Education Program (IEP) Teams,” dated March 6, 2013

## **ATTACHMENTS:**

- Attachment A: Sample Letter
- Attachment B: Request for Verification of Graduation Status of Nonpublic School Students

## **ASSISTANCE:**

For assistance or further information please contact Special Education Service Center-Operations at 213 241-6701, or email Debra Martin at [debra.k.martin@lausd.net](mailto:debra.k.martin@lausd.net).

REF-6055.0  
May 6, 2013

(SAMPLE LETTER TO BE USED ON NONPUBLIC SCHOOL LETTERHEAD)

**TO:** Principal, [School Name] **DATE:** January 14, 2013

**FROM:** Administrator, [Nonpublic School]

**SUBJECT: REQUEST FOR VERIFICATION OF GRADUATION STATUS OF NONPUBLIC SCHOOL STUDENTS**

Students with disabilities in Los Angeles Unified School District who are authorized to attend nonpublic schools through an Individualized Education Program (IEP) may receive a high school diploma or certificate of completion upon meeting graduation requirements. As the home school of residence, we request your cooperation in determining the graduation status of the following students:

STUDENT NAME	DATE OF BIRTH

Upon receipt of the aforementioned documents from the nonpublic school, administrators/designee(s) at the school of residence are requested to complete the following steps within fourteen (14) working days:

- Review the attached student transcript to determine the student’s status toward meeting graduation requirements
- Validate the accuracy of the nonpublic school’s evaluation by completing the “Verification by Home School APSCS” field on the “Request for Verification of Graduation Status of Nonpublic School Students” form
- Sign, date, and return the verification form to the nonpublic school
- Retain a copy of the completed form in the student’s cumulative record file

The accuracy and timeliness of information regarding student graduation status are important in meeting Modified Consent Decree Outcome 3 (Graduation Rate) and Outcome 4 (Completion Rate).

Thank you in advance for your prompt attention to this matter.

Sincerely,

[Name, Title]

Enclosures

- NPS Student Transcript
- Request for Verification of Graduation Status of Nonpublic School Students

**REQUEST FOR VERIFICATION OF GRADUATION STATUS OF NONPUBLIC SCHOOL STUDENTS**

<b>School of Residence:</b>		<b>School of Residence Contact Person:</b>	
<b>Nonpublic School:</b>			
<b>*Student</b>	<b>*NPS Recommendation</b>	<b>Verification by Home School APSCS</b>	
<b>Name:</b> <b>DOB:</b>	_____Diploma                      Letter	_____Diploma                      Letter	
<b>CAHSEE Proficiency Test Results:</b> <b>Language Arts</b>	<b>Comments:</b>	<b>Comments:</b>	
<b>Mathematics</b>	<b>**Graduation Year</b>	<b>**Graduation Year</b>	
<b>Name:</b> <b>DOB:</b>	_____Diploma                      Letter	_____Diploma                      Letter	
<b>CAHSEE Proficiency Test Results:</b> <b>Language Arts</b>	<b>Comments:</b>	<b>Comments:</b>	
<b>Mathematics</b>	<b>**Graduation Year</b>	<b>**Graduation Year</b>	
<b>Name:</b> <b>DOB:</b>	_____Diploma                      Letter	_____Diploma                      Letter	
<b>CAHSEE Proficiency Test Results:</b> <b>Language Arts</b>	<b>Comments:</b>	<b>Comments:</b>	
<b>Mathematics</b>	<b>**Graduation Year</b>	<b>**Graduation Year</b>	
<b>Name:</b> <b>DOB:</b>	_____Diploma                      Letter	_____Diploma                      Letter	
<b>CAHSEE Proficiency Test Results:</b> <b>Language Arts</b>	<b>Comments:</b>	<b>Comments:</b>	
<b>Mathematics</b>	<b>**Graduation Year</b>	<b>**Graduation Year</b>	

**Home School APSCS**

Printed Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*NPS to complete these sections**

**\*\*Criteria for Graduation Established by Graduation Year**