

## Guidance and Procedure Document

### Graduation Guidance for Students with an IEP Receiving a Diploma

This document includes:

- The legal requirements for IEPs for students graduating with a diploma, including:
  - Graduation IEP,
  - Summary of Performance, and
  - Notice of Exit.
- A procedure to ensure the required components are completed and documented
- Links to additional resources

#### Legal Requirements from the [IDEA](#) and [Graduation Decisions for Students with Disabilities](#)

##### Requirements of a High School Diploma ([Sec. 300.102 \(a\) \(3\) \(iv\)](#))

A regular high school diploma meets the requirements of the Michigan Merit Curriculum. In Michigan, a student with an IEP may qualify for a personal curriculum depending on their Educational Development Plan, Transition Plan, and IEP.

##### [Summary of Performance Requirements \(Sec. 300.305\)](#)

When a student with an IEP graduates or ages out of special education, the school must complete and provide the student with a summary of their academic achievement and functional performance, which shall include recommendations on how to meet their postsecondary goals. Ideally, the student will use this document as a support when applying to jobs and/or post-secondary school.

##### [Notice of Exit \(Sec. 300.503\)](#)

Graduation from high school constitutes a change of placement, since the student will no longer be receiving special education services, which requires prior written notice.

#### Procedure:

- Complete a credit review to confirm the student is on track to graduate
- Do the following when completing the final IEP during the 12th grade year:
  - Complete Invitation:** Address and deliver to student and parent and follow related transition requirements for a secondary transition IEP.
  - Meeting Purpose:** Be sure and include Check Secondary Transition and Change of Placement – Graduation as well as annual IEP or reevaluation IEP.
  - The date for the end of the IEP:** Graduation date, not a year from the date IEP was held.
  - Update the PLAAFP:** Enter current information, continuing goals until the end of the year if appropriate.
  - Course of Study:** Diploma
  - Transition Plan:** Consider all special needs and/or outside agencies that will be involved in post-secondary placement. The school's responsibilities and services discontinue on graduation date.
  - Notice Page:** The statement should clearly indicate that the student's services will be

discontinued on exit date if/when the student successfully completes graduation requirements resulting in a diploma.

- Complete the *Summary of Performance* in EdPlan
  - Email to [easyiep@NorthwestEd.org](mailto:easyiep@NorthwestEd.org)
- Complete the *Notice for Exit of Special Education* in EdPlan
  - Scan and Email to [easyiep@NorthwestEd.org](mailto:easyiep@NorthwestEd.org)
- Complete *Add/Change/Drop* form from the North Ed website
  - Drop date is the same as the date of graduation
  - Choose the correct exit code and email to [easyiep@NorthwestEd.org](mailto:easyiep@NorthwestEd.org)

### Additional Resources:

	Document Link	Description/ Use
1	North Ed Special Education <a href="#">Quick Guide</a> for students exiting a school and/or special education	Quick Guide reviews which exit code and paperwork to complete when a student exits a school.
2	<a href="#">Frequently Asked Questions regarding Graduation, Certificates, and transferring to Transition Campus</a>	FAQ document with specific questions related to Graduation, Certificates, and transferring to Transition Campus
3	<a href="#">Graduation Discussions for Students with Disabilities</a> (MDE-OSE, November 2021)	Supports Individualized Education Program (IEP) Teams in developing an individualized plan for graduation over a multi-year time frame, using strategies and planning tools
4	<a href="#">MDE Graduation Rate Increase Guidance</a> (November 2022)	Highlights research-based strategies that will improve graduation rates, especially post-pandemic.
5	<a href="#">CEPI: District User Guide to Reporting and Reviewing Graduation and Dropout Information</a> (June 7, 2023)	Provides districts with resources on how to review and correct data used to calculate graduation and dropout rates.
6	<a href="#">Family Matters Fact Sheet: Finishing High School: Certificate of Completion vs. Diploma</a>	Provides an overview of certificate of completion vs. a diploma
7	<a href="#">Family Matters Fact Sheet: Transition Planning: Considerations for Students With Disabilities and Families</a>	Provides an overview of elements of transition planning for students with IEPs