



## POLICIES AND PROCEDURES

### Policy: 4IP-405 Graduation Coding

Index: Instructional Program- *Graduation*

Monitoring: As Needed

#### 1. PURPOSE

1.1. The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) complies with Utah State Board of Education (USBE) requirements for recording accurate graduation codes.

#### 2. POLICY

2.1 For students completing their twelfth grade year, or upon completion of their education at from the School, the office manager, counselor or administrator will assign a graduation code in the student information system by June 15th of each school year, using the following guidelines (*table included for reference*):

- . If the student has completed their twelfth grade year, but will be returning to the School, is on the path to an Alternate Diploma and is marked 1% the code RA should be used - only for students with a Significant Cognitive Disability (SCD) *see Board Rule R277-705*. This will trigger a cohort reassignment and the student will not be counted as a dropout. The student's graduation status should remain RA each year until they complete the alternate diploma requirements, at which time their graduation code will be changed to GA.
- a. If a student has completed their twelfth grade year, but will be returning to the LEA, their graduation code will be RT (Retained Senior). This student will count as a drop out in the federal graduation rates.
- b. If a student has completed their twelfth grade year, but has not completed the graduation requirements, and it is anticipated that the student will have the graduation requirements completed prior to October 1 of that year, the graduation code should be entered as GP (Graduation Pending) and changed to reflect their accurate graduation status when that is determined. If not updated GP is counted as a dropout.
- c. If a student exits the LEA with the intention of taking the GED, the withdrawal (exit) code entered should be GE. An effort should be made to determine whether the student has passed the GED test. If a student fails to complete the GED and the exit code remains GE, this student will be considered a dropout.
- d. If a student who has exited the school with the intention of taking the GED and passes that test, their graduation code should be changed to GG (Graduate - GED). This student will be counted as an "Other Completer."
- e. If a student graduates early at the completion of eleventh grade, the code used will be 11. This is a withdrawal (exit) code, not a graduation code. This student is considered a graduate.
- f. If a student graduates early, after the First quarter of their twelfth grade year, the graduation code should be entered as Q1. This is a withdrawal (exit) code, not a graduation code. This student is considered a graduate.



- g. If a student graduates early, after the Second quarter of their twelfth grade year, the graduation code should be entered as Q2. This is a withdrawal (exit) code, not a graduation code. This student is considered a graduate.
- h. If a student graduates early, after the Third quarter of their twelfth grade year, the graduation code should be entered as Q3. This is a withdrawal (exit) code, not a graduation code. This student is considered a graduate.
- i. If a student graduates early as determined through competency based learning, the graduation code will be CB. This is a withdrawal (exit) code, not a graduation code. This student is considered a graduate.
- j. If a student does not complete the prescribed graduation requirements, but earns a certificate of completion, the graduation code used will be CT. This student will be counted as an “Other Completer.”
- k. If a student transfers to an Adult Education program without receiving a diploma or a certificate of completion, the graduation code should be entered as AE. This student will count as a drop out in the federal graduation rate.
- l. If a student graduates from the LEA at the end of their twelfth grade year having completed the requirements for a regular diploma, their graduation code will be GR.
- m. If a student graduates from the LEA having completed the requirements for an Alternate Diploma, their graduation code will be GA. This student is considered a graduate in the federal graduation rate.
- n. If a student ages out of special education, the graduation code used will be AO. This student is considered an “Other Completer.”

2.2 High school principals will report any students that have a code of “GP” to the appropriate director of academics by June 15<sup>th</sup> of each school year and provide a written plan for each student that details their path to graduation prior to September 30<sup>th</sup> of their graduation year.

2.3 The director of academics for each campus will review the School’s Graduation Reports in the Data Gateway and work with the office managers and data specialist to resolve any errors in coding prior to the deadline set by the USBE (historically September 30<sup>th</sup> of each year).

CODE	Description	Federal Grad Rate Equivalency
RA	Retained Senior on path to an Alternate Diploma	Continuing
RT	Retained Senior	Dropout
GP	Graduation Pending	Dropout
GE	Exited to take GED	Dropout
GG	Graduate - GED	Other Completer

11	Early Graduate - Eleventh Grade	Graduate
Q1	Early Graduate - First Quarter	Graduate
Q2	Early Graduate - Second Quarter	Graduate
Q3	Early Graduate - Third Quarter	Graduate
CB	Early Graduate - Competency Based Learning	Graduate
CT	Certificate of Completion	Other Completer
AE	Transferred to adult education	Dropout
GR	Graduate	Graduate
GA	Graduate - Alternate Diploma	Graduate
AO	Aged out of special education	Other Completer

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**DEFINITIONS**

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**REFERENCES**

[Utah Code Ann. §53G-4-402\(14\)](#) – Board rules and policies.

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**RELEVANT LINKS**

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**DOCUMENT HISTORY**

Adopted: 11/17/21

Revised: 10/19/22 No substantive change