

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
- Complete the *Notice for Exit of Special Education* in EdPlan
 - Scan and Email to 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

Additional Resources:

	Document Link	Description/ Use
1	North Ed Special Education Quick Guide 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	Frequently Asked Questions regarding Graduation, Certificates, and transferring to Transition Campus	FAQ document with specific questions related to Graduation, Certificates, and transferring to Transition Campus
3	Graduation Discussions for Students with Disabilities (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	MDE Graduation Rate Increase Guidance (November 2022)	Highlights research-based strategies that will improve graduation rates, especially post-pandemic.
5	CEPI: District User Guide to Reporting and Reviewing Graduation and Dropout Information (June 7, 2023)	Provides districts with resources on how to review and correct data used to calculate graduation and dropout rates.
6	Family Matters Fact Sheet: Finishing High School: Certificate of Completion vs. Diploma	Provides an overview of certificate of completion vs. a diploma
7	Family Matters Fact Sheet: Transition Planning: Considerations for Students With Disabilities and Families	Provides an overview of elements of transition planning for students with IEPs