

	<hr/> Note: Information and sample language addressing the Required Notification Regarding Algebra II ¹ are posted on TEA's website. <hr/>
Required Notification Regarding Algebra II	<p>In accordance with law, not later than September 1 of each year, the District will notify by regular mail or email the parents of or person standing in parental relation to each student enrolled in grade 9 or above that a student is not required to complete Algebra II to graduate under the foundation high school program.</p> <hr/> Note: Information and an opt-out form addressing the student financial aid requirement ² for graduation are posted on TEA's website. <hr/>
Student Financial Aid Application	<p>In accordance with law and TEA guidance, prior to graduation each student must:</p> <ul style="list-style-type: none">• Submit confirmation to the District that either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA) was completed and submitted. See EIF(LOCAL) for the acceptable methods of confirmation; or• Provide to the District a signed opt-out form provided by the TEA.
Alternative Local Graduation Requirements for Certain Individuals	<p>An individual who entered grade 9 before the 2011–12 school year and meets the requirements of Education Code 28.02541(a) [see EIF(LEGAL)] may be awarded a high school diploma if a local graduation committee determines that the individual has demonstrated proficiency in the content areas related to the assessments on which the individual has not performed satisfactorily.</p>
Local Graduation Committee	<p>The local graduation committee for an eligible individual will consist of the following:</p> <ol style="list-style-type: none">1. The campus principal or assistant principal, school counselor and teacher representative.2. A representative of the District with knowledge of the assessments on which the individual has not performed satisfactorily and the subject areas covered by such assessments; and3. The individual seeking graduation under these provisions.
Alternative Requirements	<p>To be eligible to graduate and receive a high school diploma under these provisions, an eligible individual must demonstrate proficiency to the satisfaction of the local graduation committee in the</p>

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content areas related to the assessments on which the individual has not performed satisfactorily.

As approved by resolution of the Board, proficiency must be established through one or more of the following factors:

1. The individual's grade in each course in the subject areas applicable to the assessments on which the individual has not performed satisfactorily;
2. The individual's score on each assessment instrument on which the individual has failed to perform satisfactorily;
3. The individual's performance on any projects or work samples in the subject areas applicable to the assessments on which the individual has not performed satisfactorily (including any projects or work samples identified and assigned by the local graduation committee to be completed by the individual);
4. The individual's participation in offered remediation;
5. The individual's school attendance rate;
6. The individual's transcript of course work;
7. The individual's completion of career and technical education (CTE) program courses; or
8. Any other academic, work, or life experience determined to be relevant by the local graduation committee.

Finality of Decision

The decision of the local graduation committee regarding whether an individual qualifies to graduate and receive a high school diploma is final and may not be appealed. The decision of the local graduation committee must be unanimous in order for the individual to be eligible to receive a diploma.

Diplomas

All diplomas, without exception, will be issued in the legal name of the recipient. All permanent records will be corrected to correspond to the legal name so that there will be no confusion by having the diploma issued under one name and the permanent record under another name. The permanent record will be changed, if necessary, upon marriage to conform to the selected legal name. This same rule will apply to students who have their names legally changed by the courts.

Lost or Misplaced
Diplomas

Should a graduate of a District high school misplace his or her diploma and desire a duplicate copy, the following procedures will be followed:

- a. A written request for a duplicate diploma will be made to the District Registrar at the Office of Student Services.

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- b. The written request for the duplicate diploma must include the name of the student as shown on the original diploma, the name of the school, the year the student graduated, and any other pertinent information. A \$5 fee will be enclosed with the request.
- c. The duplicate diploma, when processed (allow two weeks), will be picked up by former students living within the District. Duplicate diplomas will be mailed to addresses outside the District.

**High School
Transcripts**

A current or former student may request copies of his or her official or unofficial transcript in person or electronically.

Current students must complete their transcript requests through their school counselor or campus registrar. The school principal may sign a certified official copy.

Former students may request copies of their official transcripts electronically or in person through the District Registrar at the Office of Student Services. The Student Services Coordinator or PEIMS Director may sign a certified official copy.

¹ Graduation Information, Required Notification Regarding Algebra II:
https://tea.texas.gov/Academics/Graduation_Information

² Financial Aid Requirement: <https://tea.texas.gov/academics/college-career-and-military-prep/financial-aid-requirement>