

GRADUATION IN WASHINGTON

A toolkit for schools and families to help ensure
students earn high school diplomas



Office of Superintendent
of Public Instruction
www.k12.wa.us

The information in this toolkit was updated in **September 2013**, but is subject to change based on legislative or agency action. When referencing this toolkit, please visit the OSPI website to confirm you have the most current version. Updates will be posted to www.k12.wa.us/Resources.

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More Information

State Testing

- www.WAtesting.com
- statetesting@k12.wa.us

State Graduation Requirements

- www.k12.wa.us/GraduationRequirements
- www.sbe.wa.gov
- gradreq@k12.wa.us

Abbreviations

- | | |
|---|--|
| • AP: Advanced Placement | • HSPE: High School Proficiency Exam |
| • BEA: Basic Education Allocation | • IB: International Baccalaureate |
| • CAA: Certificate of Academic Achievement | • IEP: Individualized Education Program |
| • CIA: Certificate of Individual Achievement | • LDA: Locally Determined Assessments |
| • COE: Collection of Evidence | • MSP: Measurements of Student Progress |
| • DAC: District Assessment Coordinator | • SSID: State Student Identification |
| • DAPE: Developmentally Appropriate Proficiency Exam | • WAAS: Washington Alternate Assessment System |
| • ELA: English Language Arts | • WAMS: Washington Assessment Management System |
| • EOC: End-of-Course Exam | |
| • GE: Grade Equivalent | |

2013–14 Key Dates

August 2013

- 23 Deadline to register for Sept. 21 ACT

September 2013

- 3–6 School districts receive final spring 2013 individual score reports to share with families
- 6 Deadline to register for Oct. 5 SAT
- 21 First ACT testing of the school year
- 27 Deadline to register for Oct. 6 ACT

October 2013

- 3 Deadline to register for Nov. 2 SAT
- 5 First SAT testing of the school year
- 26 Second ACT testing of the school year

November 2013

- 1–14 Testing window: Reading, Writing, Math and Science WAAS-DAPE
- 2 School districts receive scores from HSPE Aug. 2013 testing
- 2 Second SAT testing of school year
- 8 Deadline to register for Dec. 7 SAT
- 8 Deadline to register for Dec. 14 ACT

December 2013

- 7 Third SAT testing of the school year
- 14 Third ACT testing of the school year
- 27 Deadline to register for Jan. 25 SAT

January 2014

- 2 Testing window opens: Math and Biology EOC retakes (must be given within last three instructional weeks of semester)
- 10 Deadline to register for Feb. 8 ACT
- 22 Deadline to submit Reading, Writing and Math COEs
- 25 Fourth SAT testing of school year

February 2014

- 7 Deadline to register for Mar. 8 SAT
- 7 Testing window closes: Math and Biology EOC retakes
- 8 Fourth ACT testing of the school year

March 2014

- 7 Deadline to register for Apr. 12 ACT
- 8 Fifth SAT testing of the school year
- 14 Reading and Writing COE results on WAMS
- 18–19 Testing window: Writing HSPE
- 20 Testing window: Reading HSPE
- 28 Math COE results on WAMS

April 2014

- 4 Deadline to register for May 3 SAT
- 12 Fifth ACT Testing (last opportunity to receive results before June graduation)
- 26 Results for winter Math and Biology EOCs and COEs returned
- 30 Deadline to submit Reading, Writing and Math COE augmentation

May 2014

International Baccalaureate (IB) testing takes place in May. Please contact your school counselor for more information.

- 3 Sixth SAT testing of the school year (last opportunity to receive results before June graduation)
- 5 Testing window opens: Math and Biology EOCs (must be given within last three instructional weeks of school year)
- 5–9 Testing window 1: AP
- 9 Deadline to register for June 7 SAT
- 9 Deadline to register for June 14 ACT
- 12–16 Testing window 2: AP
- 27 Districts receive electronic results with met/not met scores for all 12th graders who took the HSPE in the spring
- 30 Reading, Writing and Math COE augmentation results on WAMS
- 31 Registration window opens: Aug. HSPE

June 2014

- 2 Districts receive electronic scores for high school students who tested in the spring (HSPE, DAPE, Portfolio)
- 6 School districts receive final individual student HSPE Score Reports to share with families
- 7 Final SAT testing of 2013–14 school year
- 14 Final ACT testing of 2013–14 school year
- 11 Deadline to submit Reading, Writing, Math and Science COEs
- 20 Report to families: OSPI's announcement of state-level HSPE results and progress with graduation requirement in Reading and Writing
- 20 Testing window closes: Math and Biology EOCs
- 23 Registration window closes: Aug. HSPE

July 2014

- 18 Reading and Writing COE results on WAMS

August 2014

- 8 Math COE results on WAMS
- 12–14 Testing window: Aug. HSPE (Writing and Reading)
- 29 Science COE results on WAMS
- 30 OSPI releases statewide Spring 2013 MSP/HSPE/EOC performance in all subjects and all grades. When changes are made during record reconciliation, districts will receive updated HSPE score reports for students.

2013–14 State Testing Information

Test Booklets

The state will automatically send pre-identified HSPE test booklets to school districts for every 11th and 12th grader who has yet to pass Reading and Writing state exams. School districts or families do not need to order booklets or register these students. As in years past, test booklets are sent for every 10th grader. Any student from 7th grade through 12th grade will receive a Math or Biology EOC test booklet if they are taking Algebra 1 and/or Geometry, or integrated Math equivalents.

State Testing Days

All students statewide must take the high school Reading and Writing HSPEs on the same days as other students. Students who miss, for example, the Reading HSPE will not be able to make up any of the testing they missed. The next HSPE testing opportunity following spring 2014 is August 12–14, 2014. School districts set the schedules for EOC testing in Math in January/February and Math and Science in May/June.

Release of Spring 2014 Testing Results for 12th Graders

The following chart indicates when electronic results will be sent to District Assessment Coordinators (DACs). Paper score reports for all students in all grades who

tested in April will be sent to school districts in early June. To ensure that results for 12th graders are returned on time, districts will be required to separate those assessments that need immediate scores from those that can follow the regular return timeline.

Spring 2014 High School Testing

Spring 2014 HSPE testing for students in 10th, 11th or 12th grade is scheduled for March 18–19 (Writing) and March 20 (Reading). Math and Biology EOCs are to be given within the last three weeks of school. School districts can accommodate non-enrolled 12th graders by using unused booklets.

August 2014 HSPE

August 2014 state testing is for students who have finished 10th, 11th or 12th grade, but have not yet passed the Reading or Writing portion of the HSPE. It is scheduled for August 12–14. The registration window for August testing is May 31–June 23. Students must have an SSID to register.

- **Online registration:**
www.k12.wa.us/testregistration
 - **Phone registration:**
866-400-9275
- **August 12 and 13** Writing
- **August 14** Reading

	DATE TAKEN/SUBMITTED	RESULTS RETURNED (12th graders only)
COE	January	March 7 (electronic Pass/Fail information to districts for Reading and Writing)
		March 28 (electronic Pass/Fail information to districts for Math)
EOC	January/February	Late April (electronic Pass/Fail information to districts)
HSPE	March/April	May 27 (electronic Pass/Fail information to districts)
WAAS-DAPE	March/April	June 2 (electronic Pass/Fail information to districts)
WAAS-Portfolio	March	June 2 (all high school information to districts)

State Graduation Requirements

A high school diploma is more than a rite of passage. It should signify to anyone—college admissions counselors and professors, employers and families—that a student worked hard, was challenged and is prepared for the next steps in life. All public high school students, regardless of their ambitions after high school, are expected to show they have a solid foundation of skills and knowledge.

The state’s minimum graduation requirements, as established by the State Board of Education, represent a portfolio of a student’s high school career. That portfolio, composed of the following four elements, is proof that the student has acquired the necessary skills to succeed both personally and professionally in an increasingly complex world.

Students are held to the graduation requirements that are in place when they *first enter ninth grade*. The requirements do not change even if the student’s graduation year changes.

The Four State Graduation Requirements

The state’s four high school graduation requirements began with the Class of 2008. Students in the Class of 2014 must pass the Reading, Writing and Math exams to earn a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA). Starting with the Class of 2015, a Science exam is also required and the Reading and Writing exams are combined into one English Language Arts exam.

Students in the class of 2013 through 2015 must fulfill the four following requirements as outlined in [WAC 180-51-066](#) and [RCW 28A.655.066](#). Students in the Class of 2016 and beyond must fulfill the four requirements as outlined in statute and in [WAC 180-51-067](#) and [RCW 28A.655.066](#).

1. Earn High School Credits

Students must earn the state minimum requirement of 20 high school credits ([WAC 180-51-066](#) or [WAC 180-51-067](#), depending on the year the student started ninth grade). Students must *also* meet the course and credit requirements established by their local districts.

State & Local Requirements

School districts may have additional credit and non-credit graduation requirements, such as community service. Students and their families should be aware of all state and local graduation requirements when they begin high school.

2. Develop a High School and Beyond Plan

To graduate, students must develop a plan on how they will meet the high school graduation requirements and what they will do following high school. A student’s plan, which ideally should be started in eighth or ninth grade and revised as he/she moves forward, should include the classes needed to prepare for a two- or four-year college, apprenticeship, career or technical school, certificate program or the workforce. Each school district determines the guidelines for the high school and beyond plan. Questions about the guidelines should be directed to the high school or school district office.

State Graduation Requirements, continued

3. Complete a Culminating Project

To graduate, all students must complete a culminating—or senior—project. Each school district determines the guidelines students must follow to complete this requirement. Questions about the culminating project guidelines should be directed to the high school or school district office.

4. Earn a CAA/CIA

Students in the Class of 2014 earn a CAA or CIA by passing three state exams (Reading, Writing and Math). Beginning with the Class of 2015, students must pass English Language Arts, Math and Science exams to earn a CAA or CIA and diploma.

The CAA and CIA (for some students receiving special education services) tell families, schools, businesses and colleges that an individual student has mastered a minimum set of skills by graduation. [RCW 28A.655.061](#) dictates the assessment graduation requirements that qualify a student for a CAA or CIA.

Students receiving special education services may have alternatives to the state high school assessment requirements, if the IEP team determines that an alternate is appropriate for graduation purposes. Download the handout “How Students in Special Education Participate in State Testing” at www.k12.wa.us/Resources for more information about these options.

ENGLISH LANGUAGE ARTS ASSESSMENTS

Class of 2014: Students can meet English Language Arts (ELA) assessment requirements by **one** of the following:

- Passing the Reading & Writing High School Proficiency Exams (HSPEs);
- Scoring Level 2 (Basic) on the Reading & Writing HSPEs (limited to students in special education, per IEP team);
- Passing the Reading & Writing Washington Alternate Assessment System (WAAS) Portfolio (limited to students with significant cognitive challenges, per IEP team);
- Using the Grades Comparison option (requires one attempt on HSPE);
- Scoring 3 or higher on one of the [AP exams](#) or 4 or higher on one of the [IB exams](#) approved for Reading & Writing (see pages 12 and 13) (requires one attempt on HSPE or Direct Access*);
- Earning a high enough score on the SAT for Reading or ACT Plus Writing for Writing (requires one attempt on HSPE or Direct Access*); **OR**
- Passing the Reading & Writing Collection of Evidence (COE) (requires two attempts on HSPE or Direct Access*). Students are limited to one attempt per content area on a COE.

* Direct Access to these alternatives is available for students first transferring into a Washington state public school in 11th or 12th grade. The request must be filled out electronically by the student’s school (instructions: www.k12.wa.us/assessment/pubdocs/Form1637.pdf) and approved by OSPI.

State Graduation Requirements, continued

For some students receiving **special education** services, who have not been successful on the Reading & Writing HSPEs, the requirements can be met by:

- Passing the Developmentally Appropriate Proficiency Exams (DAPE) in Reading & Writing (limited to 11th and 12th graders); **OR**
- Passing a Locally Determined Assessment (LDA) in Reading & Writing (limited to 12th graders).

The ELA requirement can be **waived** by:

- Passing an OSPI-approved high school Reading or ELA test in another state (www.k12.wa.us/Assessment/pubdocs/NCLBandExitExamsInOtherStates.xls); **OR**
- **Appealing the ELA requirement** to the state because of a special circumstance. The student must be in 12th grade and meet **very** limited eligibility criteria (see page 16).

Classes of 2015 through 2018: The HSPE will be discontinued after the summer of 2014. Students may meet the ELA assessment requirement by one of the ways listed above, **OR** by meeting standard on the state's new combined ELA exit exam based on the Common Core State Standards **OR** the college- and career-ready ELA test, both available in the spring of 2015.

Class of 2019: Students in the Class of 2019 must meet standard on the college- and career-ready ELA test **OR** a state-approved assessment alternative listed above to satisfy the ELA assessment requirement.

MATHEMATICS ASSESSMENT

Class of 2014: Students can meet the Math graduation requirement by **one** of the following:

- Passing one Math End-of-Course (EOC) exam;
- Scoring Level 2 (Basic) on one Math EOC (limited to students in special education, per IEP team);
- Passing Math Washington Alternate Assessment System (WAAS) Portfolios (limited to students with significant cognitive challenges, per IEP team);
- Using the Grades Comparison option (requires one attempt on EOC);
- Scoring 3 or higher on one of the **AP exams** or 4 or higher on one of the **IB exams** approved for Math (see pages 12 and 13) (requires one attempt on EOC or Direct Access*);
- Earning a high enough score on the SAT or ACT for Math (requires one attempt on EOC or Direct Access*); **OR**
- Passing the Math Collection of Evidence (COE) (requires two attempts on EOC or Direct Access*). Students are limited to one attempt per content area on a COE.

* Direct Access to these alternatives is available for students first transferring into a Washington state public school in 11th or 12th grade. The request must be filled out electronically by the student's school (instructions: www.k12.wa.us/assessment/pubdocs/Form1637.pdf) and approved by OSPI.

State Graduation Requirements, continued

For some students receiving **special education** services, and who have not been successful on the Math EOC, the requirement can be met by:

- Passing one Developmentally Appropriate Proficiency Exam (DAPE) in Math (limited to 11th and 12th graders); **OR**
- Passing a Locally Determined Assessment (LDA) in Math (limited to 12th graders).

The Math requirement can be **waived** by:

- Passing an OSPI-approved high school Math test in another state (www.k12.wa.us/Assessment/pubdocs/NCLBAndExitExamsInOtherStates.xls); **OR**
- **Appealing the Math requirement** to the state because of a special circumstance. The student must be in 12th grade and meet **very** limited eligibility criteria (see page 16).

Classes of 2015 through 2018: Students may meet the Math assessment requirement by one of the ways listed above **OR** by meeting standard on one of the state's new Math EOC exit exams based on the Common Core State Standards **OR** college- and career-ready math test, both available in the spring of 2015.

Class of 2019: Students in the Class of 2019 must meet standard on the college- and career-ready math test **OR** a state-approved assessment alternative listed above, to satisfy the Math assessment requirement.

SCIENCE ASSESSMENT

Class of 2014: Passing a state Science exam is not required for high school graduation for the Class of 2014, although taking the test in the 10th grade or earlier is required for federal school accountability.

Classes of 2015 and beyond (until the adoption, implementation and assessment of the Next Generation Science Standards): Students can meet the Science graduation requirement by **one** of the following:

- Passing the Biology End-of-Course (EOC) exam;
- Scoring Level 2 (Basic) on the Biology EOC (limited to students in special education, per IEP team);
- Passing the Science Washington Alternate Assessment System (WAAS) Portfolios (limited to students with significant cognitive challenges, per IEP team);
- Using the Grades Comparison option (requires one attempt on EOC);
- Scoring 3 or higher on one of the **AP exams** or 4 or higher on one of the **IB exams** approved for Science (see pages 12 and 13) (requires one attempt on EOC or Direct Access*);
- Passing the Biology Collection of Evidence (COE) (requires two attempts on EOC or Direct Access*). Students are limited to one attempt per content area on a COE.

* Direct Access to this alternative is available for students transferring into a Washington state public school in 11th or 12th grade. The request must be filled out electronically by the student's school

(instructions: www.k12.wa.us/assessment/pubdocs/Form1637.pdf) and approved by OSPI.

*For some students receiving **special education** services, and who have not been successful on the Biology EOC, the requirement can be met by:*

- Passing the Developmentally Appropriate Proficiency Exam (DAPE) in Science (limited to 11th and 12th graders).

*The Science requirement can be **waived** by:*

- Passing an OSPI-approved high school Science test in another state (www.k12.wa.us/Assessment/pubdocs/NCLBandExitExamsInOtherStates.xls); **OR**
- **Appealing the Science requirement** to the state because of a special circumstance. The student must be in 12th grade and meet **very** limited eligibility criteria (see page 16).

For more information visit

- www.k12.wa.us/GraduationRequirements
- www.sbe.wa.gov/documents/FAQ%20Graduation%20Requirements.pdf

Graduation in Washington

	CLASS OF 2014	CLASSES OF 2015 & 2016	CLASSES OF 2017 & 2018	CLASS OF 2019
ENGLISH LANGUAGE ARTS	<p>Pass Reading & Writing HSPEs* OR assessments for students in special education.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>	<p>Pass Reading & Writing HSPEs* OR new ELA exit exam based on Common Core State Standards** OR career- and college-ready ELA test** OR assessments for students in special education.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>	<p>Pass new ELA exit exam based on Common Core State Standards OR career- and college-ready ELA test OR assessments for students in special education.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>	<p>Pass career- and college-ready ELA test.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>
SCIENCE	<p><i>Not required for students in this graduating class (as signed into law June 7, 2011).</i></p>	<p>Until Next Generation Science Standards are adopted/implemented/assessed: Pass Biology EOC OR assessment for students in special education.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>		
MATHEMATICS	<p>Pass one Math EOC (Algebra 1/Integrated Math 1 OR Geometry/Integrated Math 2)* OR assessment for students in special education.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>	<p>Pass one Math EOC (Algebra 1/Integrated Math 1 OR Geometry/Integrated Math 2)* OR one of the new Math EOC exit exams based on Common Core State Standards** OR career- and college-ready Math test** OR assessment for students in special education.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>		<p>Pass career- and college-ready Math test.</p> <p>OR</p> <p>Pass state-approved alternative.***</p>
OTHER	<p>Meet all other state and school district graduation requirements: Culminating Project, High School and Beyond Plan and local credit requirements.</p>			

* Tests will not be administered after summer 2014.

** Test will not be available until spring 2015.

*** Unless a student is determined to have significant cognitive disabilities, or transferred into Washington public schools in 11th or 12th grade, he or she must attempt state assessments at least once before qualifying for alternatives in each content area (www.k12.wa.us/assessment/CAAoptions). State assessments must be attempted twice before using Collection of Evidence option.

Washington State **Minimum*** Credit Requirements

CLASSES	REQUIRED CREDITS			ADDITIONAL INFORMATION
	Class of 2014	Class of 2015	Classes of 2016+	
ENGLISH	3	3	4	<i>Automatic two-year extensions for implementing additional credits (class of 2016) are available for districts that apply</i>
MATHEMATICS	3	3	3	<input type="checkbox"/> Algebra 1 or Integrated 1 <input type="checkbox"/> Geometry or Integrated 2 <input type="checkbox"/> Algebra 2 or Integrated 3; or a student may elect to pursue a third credit of math other than Algebra 2 or Integrated 3 if the elective choice is based on a career-oriented high school and beyond plan and the student, parent/guardian and school representative meet and sign a form
SCIENCE	2	2	2	<i>Must include at least one lab</i>
SOCIAL STUDIES	2.5	2.5	3	<input type="checkbox"/> 1 credit in U.S. history <input type="checkbox"/> 0.5 credit in WA state history and government for classes of 2014 and 2015; 0.5 credit in civics for Class of 2016 <input type="checkbox"/> 1 credit in contemporary world history, geography and problems, or an equivalent course <input type="checkbox"/> 0.5 credit in social studies elective for classes of 2016 and beyond
ARTS	1	1	1	
HEALTH AND FITNESS	2	2	2	<i>Unless excused per RCW28A.230.050</i> <input type="checkbox"/> 0.5 credit in health for Class of 2016 <input type="checkbox"/> 1.5 credit in fitness for Class of 2016
OCCUPATIONAL EDUCATION	1	1	1	<i>CTE courses locally determined to be equivalent to a non-CTE course may be used to meet two graduation requirements for the Class of 2016</i>
ELECTIVES	5.5	5.5	4	
TOTAL REQUIRED CREDITS	20	20	20	* MANY DISTRICTS REQUIRE MORE THAN 20 CREDITS TO GRADUATE. PLEASE REFER TO YOUR LOCAL DISTRICT REQUIREMENTS TO DETERMINE HOW MANY CREDITS ARE REQUIRED TO RECEIVE A DIPLOMA FROM YOUR HIGH SCHOOL.

Alternatives to Passing State Exams: Certificate of Academic Achievement (CAA) Options

Students who have not passed state tests can use the CAA Options, or state-approved alternatives, to meet graduation requirements in Reading, Writing and Math. (Starting with the Class 2015, students are also required to pass a Biology EOC or state-approved alternative.)

NOTE: *Students must have attempted the HSPE or EOC (or be approved for Direct Access) before attempting an alternative in that content area.*

Transfer students: A student who first transfers into Washington public high schools in 11th or 12th grade from out of state or an in-state non-public setting (home school or private school) has immediate access to the CAA Options and does not have to take the state exams. If a student has already passed an approved exam in their previous state, he/she can use those results. Learn more: www.k12.wa.us/assessment/WaiverAppeals/TransferWaiver.aspx.

GPA Comparison (12th graders only)

A student's grades in English and/or math courses are compared with the grades of students who took the same courses and passed the exit exam. This option is available to students in their 12th-grade year who have an overall grade-point average of 3.2. Students must attempt an exit exam at least once before attempting this CAA option.

Alternative Assessment Scores

Students may use their math, reading and/or writing scores on the SAT reasoning test, ACT or ACT Plus Writing tests, specified Advanced Placement (AP) or International Baccalaureate (IB) examinations, or Smarter Balanced assessments (starting in 2015) to show they have key skills expected of high school graduates. They may also use scores from specified AP or IB exams to meet the science graduation assessment requirement, which starts with the Class of 2015. Students must attempt an exit exam at least once before attempting this CAA option.

- Minimum acceptable scores on college-entrance exams are:
 - Reading**
SAT: 350 ACT: 13
 - Writing**
SAT: 380 ACT Plus Writing: 15
 - Algebra 1/Integrated Math 1**
SAT: 390 ACT: 16
 - Geometry/Integrated Math 2**
SAT: 400 ACT: 17
- A score of 3 or higher on certain Advanced Placement (AP) tests:
 - Reading:** English literature and composition, macroeconomics, microeconomics, psychology, U.S. history, world history, U.S. government and politics, comparative government and politics
 - Writing:** English language and composition
 - Math:** Calculus or statistics
 - Science:** Biology, chemistry, physics or environmental science

Alternatives to Passing State Exams: Certificate of Academic Achievement (CAA) Options, continued

- A score of 4 or higher on certain International Baccalaureate (IB) tests at the higher level (HL):
 - ❑ **Reading and Writing:** Language A: literature, language A: language and literature, business and management, economics, geography, history, information technology is a global society, philosophy, psychology or social and cultural anthropology
 - ❑ **Math:** Mathematics or further mathematics
 - ❑ **Science:** Biology, chemistry or physics

Collection of Evidence (COE)

Visit www.k12.wa.us/assessment/CAAoptions/CollectionofEvidence.aspx for specific rules of eligibility.

The COE is an evaluation of a set of work samples based on classroom work prepared by the student with instructional support from a teacher. Students must meet eligibility criteria and must attempt an exit exam at least *twice* before attempting this CAA option.

Testing for Students in Special Education

All students, including students eligible for special education services, must participate in state testing. Individualized Education Program (IEP) teams make decisions about how a student participates in state testing and determines whether alternatives are appropriate to the high school exams. For general questions, please email waas@k12.wa.us or visit www.k12.wa.us/assessment/altassess.aspx. You can also download “How Students in Special Education Participate in State Testing” at www.k12.wa.us/Resources/pubdocs/SpecialEd-Testing.pdf. For specific questions, please contact your local school.

Washington Alternate Assessment System Portfolio (WAAS-Portfolio) Resubmissions

Students who submitted a WAAS-Portfolio in the spring, or who were unable to submit a portfolio in the spring and have not yet met proficiency, will have an opportunity to submit a portfolio in November.

Locally Determined Assessments (LDA)

Twelfth graders receiving special education services who have not met Math, Reading and/or Writing requirements may be able to meet these requirements through an LDA. The LDA system helps those students for whom the HSPE, HSPE-Basic (passing is set at Level 2) or Developmentally Appropriate Proficiency Exam (DAPE) are not appropriate tools to assess their skills, but neither is the WAAS-Portfolio. These students need modified achievement standards. Students in this group read and comprehend adapted or below-grade-level text, master a limited number of grade-level or below-grade-level concepts and skills, and communicate orally and/or in Writing.

To use an LDA to meet the graduation requirement, a student must:

- Be in 12th grade;
- Have an Individualized Education Program (IEP) for Reading, Writing and/or Math;
- Use one of three approved educational achievement tests;
- Be on track with or have finished all other state and local graduation requirements (e.g., credits, culminating project, high school and beyond plan, etc.); **AND**
- Have a score on an approved standardized assessment and generated a Grade Equivalent (GE) score at or above 3.8. The score must have been obtained in either the 11th or 12th grade.

NOTE: Students with a Section 504 Plan are not eligible to use an LDA.

For more information on the LDA, visit www.k12.wa.us/assessment/altassess.aspx.

Waivers for Students With the Most Severe Cognitive Disabilities

Districts may make local decisions about the appropriateness of course credits, high school and beyond plans and senior culminating projects for students with the most significant cognitive disabilities. State laws and rules ([RCW 28A.155.045](#) and [WAC 180-51-115](#)) also acknowledge the critical role of the IEP team in determining the most appropriate high school credit and assessment options for students eligible for special education. However, at this time, there is no mechanism by which districts may waive the Reading, Writing and Math assessment requirements for high school graduation.

OSPI has established a process and criteria for waiving the assessment requirements for

Testing for Students in Special Education, continued

students whose cognitive functioning is the most severely impaired. These are students who function at an “awareness level” of cognitive development. This level of cognitive development is extremely rare. Students at the awareness level exhibit the following:

- The student has limited intentionality and is *not* able to communicate using pre-symbolic strategies
- The student’s reaction to environmental stimuli may be limited to crying, opening eyes, movement, etc.
- The student’s behavior is not under his or her control but reflects a general physical state (e.g., hungry, wet, sleepy).
- The student may be conscious (awake) during limited times each day.
- Parents, teachers or other adults are needed to interpret the child’s state from behaviors such as sounds, body movements and facial expressions.

Please see OSPI Bulletin 015-08 at www.k12.wa.us/BulletinsMemos/bulletins2008.aspx for complete information.

Kevin’s Law and Graduation

Kevin’s law ([RCW 28A.155.170](http://www.wa.gov/leg/slides/RCW%2028A.155.170.htm)) allows certain students receiving special education services to participate in high school graduation ceremonies with their peers. The law requires each school district that operates a high school to adopt a policy and develop procedures to determine which students receiving special education services can participate in graduation ceremonies after four years, even if they will remain in school beyond four years. Students who participate in the graduation ceremony will receive a certificate of attendance, which is not a high school diploma. Students will receive a diploma when they complete their graduation requirements.

Waivers, Appeals and Graduation Ceremonies

Special, Unavoidable Circumstance Appeals

Students in 12th grade who have been unable to demonstrate their skills and knowledge on the HSPE/EOC or another assessment because of special, unavoidable circumstances may appeal to a High School Certificate Review Board. The board will review and decide on all appeals in May 2014.

This appeals process is for students who *have the skills*, but who have not had an opportunity to show those skills because of special, unavoidable circumstances. Those who have had access to testing are not eligible to apply for this appeal.

For more information, visit www.k12.wa.us/assessment/WaiverAppeals/SpecialCircumstances.aspx.

11th- and 12th-Grade Transfer Students

Students who transfer into a Washington state public school in their 11th- or 12th-grade year have the opportunity to qualify for graduation without taking a state exam.

Depending on the transfer student's situation, there are two possible alternatives:

1. **Waiver:** A student who moves to Washington from another state may apply to receive a waiver of the assessment graduation requirement (www.k12.wa.us/GraduationRequirements/Requirement-CAA-CIA.aspx) if the student has previously passed that state's high school exam. The waiver *does not* grant the student a Certificate of Academic Achievement (CAA).

2. **Direct access:** A student who transfers into a public school in the 11th or 12th grade from another state or from an in-state non-public school setting (private or home school) may apply for direct access to the CAA Options without taking a state exam first.

A student who submits a waiver application automatically has direct access to the CAA Options. Meeting standard with a CAA Option *does* grant the student a CAA.

Graduation Ceremonies

School districts, by their own school board policy, determine who participates in graduation ceremonies.

The state has no authority over such ceremonies.

Most school districts allow students to participate only if they have fulfilled all graduation requirements. However, some districts do make exceptions. Families should consult with their specific school district about their graduation ceremony policy.

For more information on graduation ceremonies for students receiving special education services, refer to Kevin's Law on page 15.

Options for Students Not Graduating After Four Years of High School

Students who have not met their high school graduation requirements AND have not earned a regular high school diploma are eligible for a free public education through the school year in which they turn 21 years of age. This includes students under 21 who have earned a high school equivalency certificate or are enrolled in:

- Career and technical education programs including skills centers;
- Transitional bilingual instruction programs;
- Special education programs; **OR**
- Migrant education programs.

High schools and school districts continue to receive Basic Education Allocation (BEA) and any other funding that these students generate:

Free Options

Free options are available for students who are NOT graduating after four years of high school and want to meet their high school graduation requirements. The options are:

- 1. Continued Enrollment in High School:** All students are eligible to attend their resident high school through the school year in which they turn 21.
- 2. Enrollment in a School District High School Completion Program:** School districts may contract with community colleges to offer tuition-free high school completion programs to students still enrolled in their resident school district. Upon completion of program, students would receive a high school diploma from that district.

- 3. Continued Running Start:** Students who participated in Running Start during their 11th- and 12th-grade years but didn't complete the classes required for high school graduation may continue their Running Start participation, but only to take those classes through Running Start that they failed or did not complete and are needed to earn a high school diploma. (The Running Start program allows eligible 11th- and 12th-grade students to take college classes tuition free and accrue both high school and college credit for those classes.)

Students who are not graduating after four years of high school also have paid options available if they choose not to return to high school:

Paid Options

Paid options are available for students who are NOT graduating after four years of high school and want to meet their high school graduation requirements. The options are:

- 1. Enroll in a Community and Technical College High School Completion Program:** A number of community colleges in the state offer high school completion programs, providing students with a high school diploma *from the college*. Students must drop out of their resident high school to enroll in these programs. In most cases, students are charged tuition and fees for enrollment, although the colleges have the authority to waive tuition and fees for students 19 and older. Students 16 to 18 years of age must have a signed release from their resident school district in order to enroll in a community college high school completion program.

Options for Students Not Graduating After Four Years of High School, continued

2. Pursue a High School Equivalency

Certificate: Students 16 and older may earn a high school equivalency certificate by passing required tests through a high school completion program. In order to take the tests, students must have dropped out or withdrawn from their resident high school. State community and technical colleges are the official testing centers for the high school equivalency certificates. Students pay fees for the assessment(s) and may have to pay tuition and fees for preparation courses offered through community and technical colleges. The certificate is not identical to a high school diploma, and students who earn a high school equivalency certificate are considered dropouts for high school accountability purposes. However, students who are under 21 years of age and who have a high school equivalency certificate can still fulfill their high school graduation requirements and get their diploma. (See Free Options No. 1 and 2 above.)

3. Enroll in a Public Two- or Four-

Year College or University: None of the public colleges and universities in Washington requires that students have a high school diploma in order to be admitted, although a high school diploma significantly increases the chances of admission to the state's four-year institutions. Students without high school diplomas who enroll in colleges and universities pay full tuition and fees like all other students. Students who do not have a high school diploma or high school equivalency certificate may not be eligible for certain federal, state and private financial aid.

Resources Available Online

Graduation Requirements and Checklist

www.k12.wa.us/Resources

Worksheets, by graduating class, to ensure state and local credit and testing requirements have been met. Also, an FAQ on how to meet the requirements.

Overview of Certificate of Academic Achievement Options

www.k12.wa.us/Resources/pubdocs/CAAOptionsOverview.pdf

The CAA Options and how students access them.

State Testing 2014

www.k12.wa.us/Resources/pubdocs/StateTesting.pdf

Overview the state testing system, including the Measurements of Student Progress (MSP) and High School Proficiency Exam (HSPE) and end-of-course (EOC) exams.

Parent/Guardian Access to Their Child's State Test Booklets and How to File a Score Appeal

www.k12.wa.us/Resources/pubdocs/ReviewTest_Appeal.pdf

How parents/guardians can request their child's test booklet, what to expect after submitting a request and when a score appeal can be filed.

How Students in Special Education Participate in State Testing

www.k12.wa.us/Resources/pubdocs/SpecialEdTesting.pdf

State testing options available to students in special education.

Learning by Choice

www.k12.wa.us/LegisGov/2013documents/LearningByChoice2013.pdf

Enrolling in Washington state public schools and options available to students for public, private, and home-based instruction.

Exit Exams From Other States

www.k12.wa.us/Assessment/pubdocs/NCLBandExitExamsInOtherStates.xls

A student who moves to Washington from another state may have taken an OSPI-approved exit exam in that state and may apply to receive a waiver from Washington state exit exams.

More Information

State Testing

- www.WAtesting.com
- statetesting@k12.wa.us

State Graduation Requirements

- www.k12.wa.us/GraduationRequirements
- www.sbe.wa.gov
- gradreq@k12.wa.us