

Class of 2010 Graduation Toolkit

**A guide to help school districts, students and families
in Washington prepare for high school graduation**



AUGUST 2009



Class of 2010 Graduation Toolkit

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MATERIALS/HANDOUTS

Find the Class of 2010 Graduation Toolkit and all related materials online at
<http://www.k12.wa.us/Resources>

ON THE WEB

Visit www.WAtesting.com for information on state testing and
www.k12.wa.us/GraduationRequirements for state graduation requirements

QUESTIONS?

For questions regarding graduation requirements and state testing,
please contact Chris Barron, OSPI assessment communications manager, at chris.barron@k12.wa.us



2009-10 Key Dates

October 2009

- 1 Deadline to register for Nov. 7 SAT
- 24 Second ACT testing of the school year
- 30 Deadline to register for Dec. 5 SAT
- Late Oct.** School districts receive individual student WASL Score Reports from August 2009 administration

November 2009

- 2-10 Testing Window: Reading, Writing and Math WAAS-DAPE and WAAS-Portfolio for 11th and 12th graders
- 6 Deadline to register for Dec. 12 ACT
- 7 Second SAT testing of school year

December 2009

- 5 Third SAT testing of the school year
- 12 Third ACT testing of the school year
- 15 Deadline to register for Jan. 23, 2010 SAT

January 2010

- 5 Deadline to register for Feb. 6 ACT
- 23 Fourth SAT testing of school year

February 2010

- Early** Deadline to submit Collection of Evidence
- 6 Fourth ACT testing of the school year
- 4 Deadline to register for March 13 SAT

March 2010

- 5 Deadline to register for April 10 ACT
- 13 Fifth SAT testing of the school year
- 16-18 Testing Window: Reading & Writing HSPE
- 25 Deadline to register for May 1 SAT

April 2010

- 10 Fifth ACT Testing (Last opportunity to receive results before June graduation)
- 13 Testing Window: Math HSPE
- 15 Testing Window: Science HSPE
- 24 Results for Collection of Evidence returned
- 29 Deadline to register for June 5 SAT

May 2010

- 1 Sixth SAT testing of the school year (Last opportunity to receive results before June graduation)
- 3 Testing window: Grades 6-8 Measurements of Student Progress (online, ends June 4)
- 5 Deadline to register for June 5 SAT
- 7 Deadline to register for June 12 ACT
- 4-8 & 10-14 Testing Window: Advanced Placement
- 12-28 Testing window: Grades 3-8 Measurements of Student Progress (paper and pencil)
- 26 Districts receive electronic file with met/not met results for all 12th-graders only who tested in spring (HSPE, HSPE-BASIC, WAAS-DAPE, WAAS-Portfolio)

June 2010

- Early** School districts receive individual student HSPE Score Reports
- Early** Deadline to submit Collection of Evidence
- 4 Testing window ends for grades 6-8 Measurements of Student Progress (online)
- 5 Final SAT testing of 2009-10 school year
- 12 Final ACT testing of 2009-10 school year
- Mid** Report to Families: OSPI's announcement of state-level HSPE results and progress with graduation requirement in reading, writing and math
- 7-25 Registration window for August HSPE

August 2010

- 9-12 Testing window: August HSPE (reading, math, writing)
- Mid** OSPI releases statewide Spring 2010 MSP/HSPE performance in all subjects and all grades. Second round of HSPE Score Reports for students in grades 10, 11 and 12. All science HSPE results issued in late August/early September. **NOTE:** Collection of Evidence results also returned



2010 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. To help ensure that, Washington's graduation requirements were changed. Now, 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 graduation requirements, as established by the State Board of Education, represent a portfolio of a student's high school career. That portfolio, composed of 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. Any student who first entered ninth grade during the 2004-05 school year or later must meet the new statewide graduation requirements. Students who first entered high school BEFORE the 2004-05 school year — but who have yet to graduate — do not need to meet the new statewide graduation requirements.

State and Local Requirements

School districts may have additional 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.

2010 Graduation Requirements Specifics

To receive a high school diploma, students must fulfill the following four requirements as outlined by state law ([WAC 180-51-061](#)):

1. Earn High School Credits

The state requires a minimum of 19 credits to graduate, but school districts have the authority to require students to take and pass additional courses for graduation. According to a survey conducted by the State Board of Education in 2008, most school districts in the state require about 23 credits to graduate. Beginning with the Class of 2013, the state minimum credit requirement will rise to 20 with the addition of a third credit of high school math.

2. Complete a High School and Beyond Plan

Students develop a plan on how to meet the high school graduation requirements and regarding their future following high school. A student's plan, which ideally should be started in eighth or ninth grade and be revised as he/she moves forward, should include the classes needed in preparation 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.



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.

Guidelines for Culminating/Senior Projects:

- Encourage students to think analytically, logically and creatively and to integrate experience and knowledge to solve problems.
- Give students a chance to explore a topic in which they have a great interest.
- Offer students an opportunity to apply their learning in a “real world” way.
- May ask students to demonstrate their skills through reading, writing, speaking, production and/or performance.

4. Pass State Tests OR State-Approved Alternative

Beginning in the 2009-2010 school year, the high school Washington Assessment of Student Learning (WASL) was replaced by the High School Proficiency Exam (HSPE). If a student has previously passed the WASL in a specific content area (e.g., reading), the student is not required to take the HSPE. Visit www.WAtesting.com for more information and a frequently asked questions section.

Students receiving special education services must pass state-approved special education reading, writing and math alternate assessments. Download the handout “How Students in Special Education Participate in State Testing” at: www.k12.wa.us/Resources/pubdocs/SpecialEdTesting.pdf.

READING and WRITING

Students meet reading and writing state standards for graduation by passing:

- The reading and writing high school WASL/HSPE OR
- A state-approved alternative to the reading and writing WASL/HSPE (see the Page 7)

MATH

Students in the Class of 2010 (defined as those students who started ninth grade in 2006-07) will meet the math graduation requirement by:

- Passing the math high school WASL/HSPE OR
- Submitting a score of 19 or higher on the math ACT, 470 or higher on the math SAT, or 3 or higher on calculus or statistics Advanced Placement course exams
- Submitting a WASL-Grades comparison (this is not considered a math assessment, and students must still take a legislatively approved math assessment) OR
- Earning two credits of math after the 10th grade

A student must first take the math WASL/HSPE to use any of the above alternatives listed in bullets two through four. The math collection of evidence was eliminated in spring 2009 and is no longer an option. See Page 7 for more details.



SCIENCE

The science WASL/HSPE is available but not yet required for high school graduation. Beginning with the Class of 2013 (students who first enter ninth grade in 2009-10), all students will need to pass the science WASL/HSPE or its alternative — in addition to reading, writing and math — in order to get a CAA.

Note: Students have a total of five chances to take any WASL/HSPE during 10th, 11th and 12th grade before their respective class' June graduation, and only have to re-take the test(s) they do not pass. Students can no longer exercise the option take the WASL/HSPE in ninth grade due to budget cuts.

FOR MORE INFORMATION

Graduation requirements: Contact a school counselor or visit www.k12.wa.us/GraduationRequirements

CAA/CIA Options: Contact the school CAA Options Facilitator, a school counselor or visit www.k12.wa.us/assessment/CAAoptions



Alternatives to Passing State Exams: Certificate of Academic Achievement Options

Students who have the skills and knowledge but can't demonstrate those skills on state tests can use state-approved alternatives to meet graduation requirements in reading, writing and math. The alternatives involve making at least **ONE** attempt at the WASL/HSPE in reading, writing and math, and successfully complete **ONE** of the following requirements per subject area:

- **Collection of Evidence:** Students compile a set of classroom work samples in **reading or writing** with the help of teachers. Samples must meet state guidelines and state panel review, and demonstrate proficiency in that topic comparable to the proficiency tested on the WASL. Scores are released 60 days after submittal deadlines, which are early February and June in 2010. (Seniors who submit in June will not be eligible to graduate in June.) **Note:** This option for **math** was eliminated by the Legislature in spring 2009. The math COE will return in 2011-2012 school year when math becomes a graduation requirement for the Class of 2013.
- **A WASL-Grades Comparison (must be in 12th grade):** To be eligible for this alternative, 12th grade students must have an overall GPA of 3.2 or higher. A student's grades in math courses and/or English courses are compared with the grades of students who took the same courses AND passed the WASL/HSPE. This option is not considered an assessment.
- **Passing scores on one or more of the comparable national tests:** Minimum acceptable scores are:

Reading	SAT: 350	ACT: 13
Writing	SAT: 380	ACT: 15
Math	SAT: 470	ACT: 19
- **A score of 3 or higher on Advanced Placement tests:** Those tests are:

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

Students may use the WASL/HSPE or any alternative to meet graduation requirements for each content area – reading, writing and math – and earn their Certificate of Academic Achievement and their high school diploma. Example: A student can use a successful WASL/HSPE in reading, a successful an approved Collection of Evidence in writing and an AP test in math.

Students who transferred into Washington schools having already passed the previous state's graduation tests and requirements do not have to fulfill Washington testing requirements. To learn more, visit: <http://www.k12.wa.us/assessment/WaiverAppeals/TransferWaiver.aspx>.



2010 State Testing Information

Test Booklets

The state will automatically send Pre-Identification HSPE test booklets to school districts for every 11th- and 12th-grader who has yet to pass a reading, writing and/or math state test. 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. Online testing for high school will not begin until spring 2011.

Math State Testing in Spring 2010

All high school students must take the math WASL/HSPE once before accessing a state-approved alternative. A student cannot be eligible to graduate without having attempted the math WASL/HSPE. Please see the math graduation requirements on Page 5 for further clarification or "[Meeting the Math Graduation Requirement](#)" handout.

No Make-up Testing

All students statewide must take the high school HSPE on the same days. 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 is Aug. 9-12, 2010.

Release of Spring 2010 Testing Results for 12th-graders

OSPI will have all spring assessment results for 12th-graders available before graduation ceremonies begin (and for accelerated students who are graduating early.) The following chart indicates when **electronic results** will be sent to District Assessment Coordinators (DAC). 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.

	Date Taken/Date Submitted	Results Returned (12 th -graders only)
Collection of Evidence	Early February	Late April (Note: Results for all students will be returned)
High School Proficiency Exam (both HSPE and HSPE-Basic)	March/April	May 25 (electronic Pass/Fail information to districts)
Developmentally Appropriate Proficiency Exam (WAAS-DAPE)	March/April	May 25 (electronic Pass/Fail information to districts)
WAAS-Portfolio	March	May 25 (electronic Pass/Fail information to districts)



Spring 2010 High School Proficiency Exams

Spring 2010 HSPE testing for students in 10th, 11th or 12th grade is scheduled for March 16-18 (reading and writing) and April 13 (math) and April 15 (science). With ninth-grade testing eliminated for the 2009-10 school year, there is no need for annual winter state testing registration. School districts can accommodate non-enrolled 12th graders by using overage or unused booklets.

The reading, writing and math HSPEs are shorter and will take only one day to administer as opposed to two in previous years. The writing exam will still take two days. The testing schedule follows:

Tuesday, March 16: Reading

Wednesday, March 17: Writing (Expository)

Thursday, March 18: Writing (Persuasive)

Tuesday, April 13: Math

Thursday, April 15: Science

August 2010 High School Proficiency Exam

August 2010 state testing for students who have finished 10th, 11th or 12th grade is scheduled for August 9-12. Ninth graders are no longer allowed to take the high school HSPE because of budget cuts. The HSPE and HSPE-Basic will be offered in August. The registration window for August testing will be held from June 7-25. Students must have an SSID to register.

Online registration: www.k12.wa.us/testregistration **Phone registration:** 866-400-9275

Monday, Aug. 9: Reading

Tuesday, Aug. 10: Math

Wednesday, Aug. 11: Writing (Expository)

Thursday, Aug. 12: Writing (Persuasive)

Washington Alternate Assessment System Portfolio

Students who submitted a Washington Alternate Assessment System Portfolio (WAAS Portfolio) in the spring or who were unable to submit a portfolio in the spring will have an opportunity to submit a portfolio in November.

Locally Determined Assessments

Twelfth-graders receiving special education services now have another way to meet the graduation requirement. The Locally Determined Assessment (LDA) System helps those students for whom the WASL/HSPE, the HSPE-Basic (passing is set at Level 2) or the Developmentally Appropriate Proficiency Exam (DAPE, formerly DAW) are not appropriate tools to assess their skills, but neither is the Washington Alternate Assessment System (WAAS) Portfolio. These students need modified achievement standards. Students who are likely 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 in 2010, a student must:

- Be in grade 12.
- 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: <http://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 assessments for students with disabilities. 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 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 <http://www.k12.wa.us/BulletinsMemos/bulletins2008.aspx> for complete information.



Kevin's Law and Graduation

Kevin's law ([RCW 28A.155.170](#)), approved in 2007 by the Legislature, 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 establish a policy and procedure to determine which students receiving special education services can participate in graduation ceremonies after four years, even if they plan to remain in school for several more years. Students allowed to participate under district policy will receive a certificate of attendance during graduation ceremonies and then, if earned, a diploma when they have completed their schooling.

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 only allow students to participate 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.

Special, Unavoidable Circumstance Appeals

Students in 12th grade who have been unable to demonstrate their skills and knowledge on the high school WASL/HSPE 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 2010.

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

The state approved in 2008 an option of appeal for special, unavoidable circumstances for in-state transfers from a private school or home school to have immediate access to the CAA Options without having taken the high school WASL at least once. For these students to be eligible for such an appeal, the student must have transferred in the 12th grade and provide evidence that taking the high school WASL/HSPE would create a hardship or unavoidable hindrance.

FOR MORE INFORMATION

Visit: <http://www.k12.wa.us/assessment/WaiverAppeals/SpecialCircumstances.aspx>



Graduation: Diplomas, Certificates and Transcripts

Certificate of Academic Achievement/ Certificate of Individual Achievement Database

District and school personnel can confirm their students' status with the assessment graduation requirement via the Certificate of Academic Achievement (CAA)/Certificate of Individual Achievement (CIA) database on the Education Data System (EDS) portal. Students and families seeking assessment scores or reports should contact their school district office or high school counselor.

High School Transcript

School districts are required by law to develop student transcripts in a uniform manner. That way, businesses, colleges and universities can better understand how a student from Washington performed in high school.

The Washington State Standardized High School Transcript Developer/User Guide, along with a document on frequently asked questions, is available for districts at www.k12.wa.us/transcripts.

For the graduating classes of 2008-2012, the "Additional State Requirements" section of the transcript will display a value of *Met*, *Not Met* or *Waived* for the following four state graduation requirements: Reading Standard, Writing Standard, High School and Beyond Plan and Culminating Project. State testing scores are not placed on transcripts.

An additional line will indicate "Certificate of Academic Achievement EARNED" or "Certificate of Individual Achievement EARNED" if either of the certificate requirements has been met. If the student has not met either requirement, nothing will be displayed regarding the student's Certificate status.

School districts are responsible for ensuring that the information posted on the transcript is accurate and up to date.

Paper CAA/CIA Certificates

Students who earn a Certificate of Academic Achievement or Certificate of Individual Achievement by passing the WASL/HSPE or its alternative in reading, writing and math will receive a paper certificate to mark their accomplishment. The 8.5x11-inch certificate will be shipped in spring 2010. Districts should be aware that all student certificates will likely not be available in time for graduation ceremonies.



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 GED 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.

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. Those options are detailed following the free options.

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 to meet high school graduation requirements beyond 12th grade, but only to take those classes through Running Start that they failed or did not complete successfully. (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.)



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.
2. **Pursue a General Education Development (GED) Certificate:** Students 16 and older may earn a GED certificate by passing all in a series of tests offered through a GED program. In order to take the tests, students must have dropped out or been withdrawn from their resident high school. State community and technical colleges are the official testing centers for the GED. Students pay fees for the tests and may have to pay tuition and fees for GED preparation courses offered through community and technical colleges. The certificate is not equivalent to a high school diploma, and students who earn a GED certificate are considered dropouts for high school accountability purposes. However, students who are under 21 years of age and who have a GED 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 GED certificate may not be eligible for certain federal, state and private financial aid.



Handouts Available Online

- [Earning a Diploma: The Class of 2010 and Beyond](#)
Graduation requirements for students in the class of 2010 and beyond. Translated into nine languages. School districts can send home with WASL/HSPE Score Reports at the beginning of the 2009-10 school year or in June 2010.
- [Class of 2010: State Graduation Requirements Checklist](#)
A worksheet for students and school personnel to ensure the state graduation requirements for reading, writing and math have been met. Also, an FAQ on how to meet the requirements.
- [Overview of Certificate of Academic Achievement Options](#)
The CAA Options and how students access them.
- [Meeting the Math Graduation Requirement](#)
All that entails meeting the state's math graduation requirement.
- [Math Graduation Requirement FAQs](#)
Learn more about changes made to the math assessment graduation requirement and what those changes mean for schools and students. This document will be updated regularly to answer questions as they arise in schools and districts.
- [State Testing 2010](#)
Overview the state testing system and the change from the WASL to the Measurements of Student Progress (MSP) and High School Proficiency Exam (HSPE).
- [Washington State High School Graduation Requirements](#)
Overview of statewide graduation requirements for current and incoming students.
- [Options for Students not Graduating After Four Years of High School](#)
All the options and supports available to students to continue their education until a diploma is earned.
- [Parent/Guardian Access to their Child's WASL Test Booklets and How to File a Score Appeal](#)
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](#)
State testing options available to students in special education.

MATERIALS/HANDOUTS

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QUESTIONS?

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