

# Jefferson School District 14J

Code: **IKF-AR(1)**  
Adopted: 10/12/98  
Readopted: 9/10/07  
Orig. Code(s): 7450

## Certificate of Attainment

### Administrative Rules

1. The administrator will develop a procedure for awarding the Certificate of Attainment.
2. The administrator will develop a Certificate of Attainment for those students not meeting all graduation requirements.
3. The Certificate of Attainment will include at least the following information:
  - a. Name of the student;
  - b. Date of award;
  - c. Areas of demonstrated achievement;
  - d. Signature of the high school principal.

### Procedures

A Certificate of Attainment is intended to recognize the abilities and accomplishments of students with disabilities who have attended twelve or more years of school, are beyond the age of compulsory attendance and have not earned a diploma.

When it is determined that a student:

1. A conference will be held. The student, parent/guardian, counselor and student services representative will meet to discuss the student's options. Any alternative that is available to the student will be presented, including courses through a community college, delayed graduation and the Certificate of Attainment.
2. Application: If it is decided that the Certificate of Attainment is most appropriate, a request will be made on the Application for Certificate of Attainment form. The request will also be included on the student's Individual Education Program (IEP).
3. Review: Prior to awarding the Certificate of Attainment, the counselor will review the application and student file to insure that the student has completed 12 years of school and is beyond the age of compulsory attendance.

**Application for Certificate of Attainment**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

I have examined the various alternatives for receiving a high school diploma and feel that the awarding of a Certificate of Attainment is in my best interest. I hereby request that I be given a Certificate of Attainment at the conclusion of this school year. I have (or will have) completed 12 years of school and am past the age of compulsory attendance.

\_\_\_\_\_  
Student Signature

I have been involved in this decision and feel the issuance of the Certificate of Attainment is in \_\_\_\_\_'s best interest. I/We request that the Certificate of Attainment be awarded at the completion of the current school year.

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

I have reviewed the application and met with the student and parents/guardian. The student does qualify for the Certificate of Attainment.

The Certificate should  Should not  be awarded.

\_\_\_\_\_  
Counselor

I have reviewed the application and recommend approval  / disapproval  of this application.

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor of Special Programs

I have reviewed the application and recommend approval  / disapproval

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal

The application is approved  / disapproved

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent