



STUDENT SERVICES

Administrative Center

310 Seminary Avenue • Aurora, IL 60505

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Date: October 19, 2026
To: Dr. Robert Halverson, Superintendent of Schools
East Aurora School District 131 Board of Education
From: Dr. Laura Erlenbaugh, Assistant Superintendent of Student Services
Subject: Certificate of Completion

BACKGROUND:

Currently, students who participate in the graduation ceremony but will return to the District for transition programming rather than receive a diploma are presented with a certificate of completion during the ceremony.

While Board Policy 6:300, *Graduation Requirements*, permits the District to issue a certificate of completion to eligible students, the policy does not require that the certificate be presented during the graduation ceremony. This provides the District with an opportunity to reconsider its current practice and ensure that the graduation ceremony provides an equitable and consistent experience for all students participating in the ceremony.

The current practice creates a visible distinction between students who receive a diploma and students who will continue receiving transition services. Presenting a different document during the ceremony can unintentionally emphasize a difference in status at an event intended to recognize and celebrate all students.

SUMMARY:

Beginning with the upcoming graduation ceremony, Student Services recommends that students who will return to the District for transition programming participate in the graduation ceremony in the same manner as all other members of the graduating class.

Under the proposed practice, students returning for transition programming would receive a blank envelope during the ceremony rather than a certificate of completion. This simple change allows all students participating in the ceremony to have a consistent experience and removes a visible distinction based on whether a student is receiving a diploma at that time.

The proposed practice does not change a student's graduation status, eligibility for transition programming, or the District's ability to issue a certificate of completion. The certificate of completion will remain available

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when appropriate and consistent with Board Policy 6:300. The change is limited to when and how the certificate is presented: rather than routinely presenting it as part of the graduation ceremony, the District would provide the certificate separately when appropriate.

This approach recognizes that participation in the graduation ceremony and receipt of a diploma are separate matters. Students can be celebrated alongside their peers while continuing to receive the transition services and supports they are entitled to receive.

FINANCIAL IMPACT

None.

RECOMMENDATION:

No Board action is requested. This memo is provided to inform the Board of a proposed change in administrative practice intended to provide a more equitable and consistent graduation ceremony experience for all participating students.

The proposed practice is consistent with the options provided in Board Policy 6:300 and does not eliminate the District's ability to issue a certificate of completion when appropriate.

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