

E Instruction

GRADUATION PLAN IDENTIFICATION

Recommended Graduation Plan

Secondary counselors will assist all students during the registration process in grade 8 in entering 9th grade under the Recommended Graduation Plan.

Minimum Graduation Plan

The option of the Minimum Graduation Plan will be available to students with special needs through the Admission, Review, and Dismissal (ARD) committee.

The option of the Minimum Graduation Plan will be available to 11th grade regular education students only after the student and parent have met in person with a campus administrator and counselor to review credits, graduation options, and the implications of graduating on the minimum plan.

The Minimum Graduation Plan Agreement must be completed and signed by the parent, student and principal and returned to the school counselor.

Upon completion of the requirements, the school counselor will submit a change in graduation plan intent to the data clerk for identification on the student's transcript.

Distinguished Achievement Program (DAP)

Secondary counselors will make students aware of the opportunity to graduate on the Distinguished Achievement Program during the registration process each spring.

The option of the Distinguished Achievement Program (DAP) will be available to students by filing a letter of intent with the campus DAP coordinator.

The DAP coordinator will consult with students who indicate an interest in the advanced program to review requirements and to coordinate a plan for completing the advanced measures.

Junior Year (DAP)

At the end of the junior year, students with a viable plan will be identified as attempting the Distinguished Achievement Program. At that time, the DAP coordinator will submit a change in graduation plan intent to the data clerk for identification on the student's transcript.

Senior Year (DAP)

The DAP coordinator will identify students in the graduation program as "DAP Candidates" who have a viable plan for meeting DAP requirements at the point of graduation or during the summer following graduation.

Marking of Final Transcripts (DAP)

Following the graduation of the class, the DAP coordinator will submit to the data clerk initial DAP postings for final transcripts. Only students who have met all DAP requirements will be identified as DAP graduates at that time.

The DAP coordinator will submit to the data clerk a list of students whose previous transcripts indicated DAP, but whose official DAP status is pending receipt of summer AP scores. Such transcripts will be marked as the Recommended Plan in order to reflect the correct graduation plan to universities receiving final transcripts. A letter explaining the change in graduation plan will be sent to universities with final transcripts.

Upon receipt of summer AP scores, the DAP coordinator will review DAP status for students whose final graduation plan is contingent upon required scores. The DAP coordinator will submit final DAP postings to the data clerk for identification on the student's transcript and to the registrar for the resending of transcripts, as needed.

Completion of Requirements after the Graduation Date

Students who complete graduation requirements after the graduation date of their senior class will have their graduation date reflect the date on which requirements were completed.

Credits earned after their last enrollment date will be shown on the **AAR** as occurring during the time of their enrollment. Their final GPA will be recalculated to accurately reflect the additional courses taken.

Students will not be re-ranked after the final ranking of their senior class.

Contact: Director of Guidance and Counseling

Related Policy: EIF (Local)

Approval Date: July 24, 2006

Revised Date: January 3, 2007

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