

**RECIPROCITY ON GRADUATION REQUIREMENTS****Procedures for Transfer Students Who Have Passed Another State's Competency Exam**

A student may qualify for a diploma without taking the HSGQE if the student has passed another state's competency examination. A student must make a request in writing to the Superintendent or designee, who will forward a recommendation to the School Board for decision. A student's request must be on the form provided by the Department of Education and Early Development.

In order to award a diploma, the Board must:

1. determine that the student has met all other graduation requirements as set forth in state law and district policy;
2. obtain from the transfer high school verification that the student passed a statewide competency examination; and
3. determine that the exam passed in the other state tested reading, English, and mathematics, and was a requirement for a secondary school diploma.

The Board will issue a written decision approving or denying the request. The written decision must be delivered by registered mail, though courtesy copies may be provided to the student or the parents/guardians by other methods. The reasons for approving or denying the student's request must either be stated on the record or in the written decision. The Board must also provide a copy of the decision to the Department. The Board's written decision must include a statement that the decision may be appealed to the State Department of Education and Early Development.

If the Board's decision denies a student's request for a diploma without taking the HSGQE, the Board's written notice will include the following language: "This decision may be appealed by the student, or student's parent or legal guardian, to the State of Alaska Department of Education and Early Development. Enclosed is the required form that must be used for an appeal. This appeal form must be postmarked no later than thirty (30) days from your receipt of this decision. State law requires that an appeal request state the grounds for the appeal, including a brief summary of the nature of the original request and an explanation of how the Board erred in denying it. Also enclosed is a copy of 4 AAC 06.780 which explains the appeal procedures."

Within twenty (20) days of an appeal being filed, the Board shall forward to the Department the entire record of the student's request, including the following documents:

1. The student's request and any supporting documents included in support of the request;

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2. a copy of the Board's internal policy on waivers or reciprocity on graduation requirements, if any; and
3. any other items that the Board relied upon when considering the student's request.

*Added 1/04*