

# ***POLICY SERVICES ADVISORY***

**Volume 37, Number 8**

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Policy Advisory No. 915 ..... Policy GDFA — Support Staff Qualifications  
and Requirements

Policy Advisory No. 916 ..... Policy IKF — Graduation Requirements  
(*Additional language for Accommodation Schools Only*)

## **Summary**

Policy GDFA was revised to specify individuals required to obtain Identity Verified Prints (IVP) Fingerprint Clearance Cards, along with applicable exceptions. Policy IKF was updated to incorporate requirements for accommodation schools providing high school equivalency preparation instruction, as outlined in SB 1744.

Policy Advisory Discussion

**Policy Advisory No. 915      Policy GDFA — Support Staff Qualifications  
and Requirements**

Revisions to Policy GDFA incorporate clarifying language regarding individuals required to obtain an Identity Verified Prints (IVP) Fingerprint Clearance Card. Headings were added to improve clarity and organization, and provisions related to school bus drivers were removed, as such requirements are addressed in Policy EEAEA – *Bus Driver Requirements, Training, and Responsibilities*.

**Policy Advisory No. 916      Policy IKF — Graduation Requirements**  
(*Additional language for Accommodation Schools Only*)

**Policy Advisory 911** updated Policy IKF in response to HB 2540, which amended A.R.S. 15-741 to include requirements regarding high school assessments administered by an external source and to allow for the use of a written assessment. **Policy Advisory 916** introduces new information outlining requirements for accommodation schools that offer high school equivalency preparation instruction. This update aligns with SB 1744, which amended A.R.S. Title 15, Chapter 3, Article 1 by adding A.R.S. 15-305.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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# ADVISORY 915

**GDFA ©  
SUPPORT STAFF QUALIFICATIONS  
AND REQUIREMENTS**

**(Fingerprinting Requirements)**

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
- B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. 15-512 is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.

~~School Bus Drivers—An applicant shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.~~

The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.

K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.

L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.

M. Burglary in the first degree.

N. Burglary in the second or third degree.

O. Aggravated or armed robbery.

P. Robbery.

Q. A dangerous crime against children as defined in A.R.S. 13-705.

R. Child abuse.

S. Sexual conduct with a minor.

T. Molestation of a child.

U. Manslaughter.

V. Aggravated assault.

W. Assault.

X. Exploitation of minors involving drug offenses.

Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.

Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.

AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.

AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a Class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

### **Identity Verified Prints (IVP) Fingerprint Clearance Card Requirements**

Persons who are required to have an IVP Fingerprint Clearance Card include:

- A. An applicant who applies for a new teaching certificate in order to teach in a school district,
- B. A participant in field experience or student teaching in this state,
- C. An applicant who applies for a renewal of an existing teaching certificate in order to continue teaching in a school district,
- D. An applicant who is required for the first time to be fingerprinted in order to teach in a charter school and an applicant who is required to renew fingerprints in order to continue teaching in a charter school pursuant to A.R.S. 15-183,
- E. An applicant who is required to be fingerprinted pursuant to A.R.S. 15-512 and
- F. Any person who is contracted by this state, by a school district or by a charter school to provide tutoring services.

### **Exceptions:**

- A. A person who participates in a teacher preparation program that is approved by the state board of education and who does not participate in field experience or student teaching in this state shall not be required to obtain a fingerprint clearance card pursuant to A.R.S. 15-106.
- B. A person who has a set of identity verified fingerprints on file with the department of public safety pursuant to A.R.S. 15-106 shall not be required to submit a new set of fingerprints to the department of public safety to renew the person's fingerprint clearance card.

### **Required Employment Process**

The Superintendent shall develop and implement procedures that include the following in the employment process:

- A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.
- C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: \_\_\_\_\_

#### **LEGAL REF.:**

A.R.S.

13-705

15-106

15-509

15-512

15-534

23-1361

41-1750

#### **CROSS REF.:**

EEAEA - Bus Driver Requirements, Training, and Responsibilities

GDF - Support Staff Hiring

GDG - Part-Time and Substitute Support Staff Employment

JLIA - Supervision of Students



# ADVISORY 916

## IKF © GRADUATION REQUIREMENTS

### Regular Education

A minimum number of units of credit are required for graduation by the Arizona State Board of Education. Listed below are the units that must be completed before a student may receive a high school diploma.

Graduation requirements may be met as follows:

- A. By successful completion of subject area course requirements.
- B. By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. R7-2-302 and rules established by the Superintendent.
- C. By earning credits through correspondence courses (limited to one [1] in each of the four [4] major subject areas) and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. 15-701.01.
- D. By the transfer of credits as described in Policy JFABC.
- E. An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Graduation requirements as determined by the Arizona State Board of Education (A.A.C. R7-2-302) and the District Governing Board are as follows:

English	4.0 units
Math	4.0 units*
Science	3.0 units**
Social Studies	3.0 units***
American Government and Arizona Government	0.5 unit
American History - including Arizona History	1.0 unit
World History and Geography – including instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).	1.0 unit
Economics	0.5 unit****
Fine Arts or Career, Technical and Vocational Education	1.0 unit
Electives	<u>7.0 units</u>
Total	22.0 units

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\* In lieu of one (1) credit of Algebra II or its equivalent course content a student may request a personal curriculum in mathematics following A.A.C. R7-2-302.03.

\* Math courses shall consist of Algebra I, Geometry, Algebra II, (or its equivalent) and an additional course with significant math content as determined by the Governing Board (Governing Body).

Pursuant to A.R.S. 15-710, a total of one (1) year instruction in state and federal constitutions, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona is required during grades nine (9) through twelve (12).

Pursuant to the prescribed graduation requirements adopted by the State Board of Education, the Governing Board may approve a rigorous computer science course that would fulfill a mathematics course required for graduation from high school. The Governing Board may only approve a rigorous computer science course if the rigorous computer science course includes significant mathematics content and the Governing Board determines the high school where the rigorous computer science course is offered has sufficient capacity, infrastructure and qualified staff, including competent teachers of computer science.

\*\* Three (3) credits of science in preparation for proficiency at the high school level on a state required test.

\*\*\* Through the graduating class of 2025, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship And Immigration Services.

Beginning with the graduating class of 2026, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least seventy (70) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. The District school shall document on the student's transcript only a pass or fail designation that the student has passed or failed the test.

A student in grade seven (7) or eight (8) may take the test described in this paragraph, and if the student correctly answers at least seventy (70) of the one hundred (100) questions on the test:

a) The district school or charter school shall document on the student's transcript only a pass or fail designation that the student has passed or failed the test required by this paragraph.

b) The student is not required to take the test required by this paragraph again in high school.

\*\*\*\* The State Board requirement for economics is at least one-half (.5) of a course credit, which shall include financial literacy and personal financial management.

The Governing Board may determine the method and manner in which to administer a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A student who does not obtain a passing score on the test that is identical to the civics portion of the naturalization test may retake the test until the student obtains a passing score.

Each school district and charter school shall report to the department of education all of the following aggregate data, organized by grade level, relating to the test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services required by subsection A, paragraph 3 of A.R.S. 15-701.01:

1. The median score.
2. The percentage of students who passed by correctly answering the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.
3. The percentage of students who failed by correctly answering fewer than the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.
4. Any other data required by the department relating to the test.

A school district or charter school may not include the personally identifiable information of any student in the data reported to the department of education under subsection L of A.R.S. 15-701.01.

### **Assessments**

If a high school student who is enrolled in a school district or charter school participates in a nationally recognized assessment that is both adopted by the state board of education and administered by a person other than the school district or charter school, the student or student's parent or guardian may submit the student's official score report for the assessment to the school district or charter school. On receiving an official score report, the school district or charter school shall do all of the following:

1. record the score in the student's file.

2. report the score to the state board of education and the department of education.

3. If the student or student's parent or guardian submits an official score report to the school district or charter school before the date on which the school administers the tests, allow the student to opt out of participation in the assessment that is administered by the school district or charter school. If a student opts out of an assessment, the school district or charter school shall use the data from the student's official score report for the student's achievement test data. "Nationally recognized" has the same meaning as provided in A.R.S. 15-741.02.

A school district or charter school is not required to allow a student to opt out of the collection of non-test indicator data or other information that is collected about students who participate in the assessment that is administered by the school district or charter school.

### ***Written Assessment***

A school district or charter school may administer the statewide assessment in the form of a written test if any of the following applies:

1. a written test is required pursuant to an individualized education program or a section 504 plan.
2. to accommodate special circumstances.
3. for religious purposes.
4. on request by a student's parent or guardian.

### **Special Education**

Listed above, under "Regular Education," are the requirements that must be completed before a student may receive a high school diploma. Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student. Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. 15-701.01 and A.A.C. R7-2-302.

Students who receive special education shall not be required to achieve passing scores on the test that is identical to the civics portion of the naturalization test under A.R.S. 15-701.01 in order to graduate from high school unless the student is learning at a level appropriate for the student's grade level in a specific academic area and unless a passing score on the

test that is identical to the civics portion of the naturalization test under section 15-701.01 is specifically required in a specific academic area by the student's individualized education program as mutually agreed on by the student's parents and the student's individualized education program team or the student, if the student is at least eighteen (18) years of age.

***Competency requirements.*** Any student who is placed in special education classes, grades nine (9) through twelve (12), is eligible to receive a high school diploma without meeting state competency requirements.

***Accommodation Schools — High School  
Equivalency Preparation:***

A. A county school superintendent may offer high school equivalency preparation instruction through an accommodation school to students who are enrolled in the accommodation school in grade twelve (12), subject to the following requirements, pursuant to A.R.S. 15-305:

1. Before providing high school equivalency preparation instruction, the county school superintendent shall obtain written consent from the student's parent or, if emancipated, the student.

2. Each student who participates in high school equivalency preparation instruction must also be enrolled in a career and technical education course or program that leads to a certification, license or credential.

B. For the purposes of A.R.S. 15-305, "High school equivalency preparation instruction" means instruction that prepares students to pass the equivalency test adopted by the State Board of Education pursuant to A.R.S. 15-702.

***State Seal of Biliteracy.*** The School District may voluntarily participate in the state seal of biliteracy program by notifying the Superintendent of Public Instruction of such intention. Schools will then identify the students who have met the requirements to be awarded the state seal of biliteracy, which shall be affixed to the diploma and noted on the transcript of each student who has met the requirements.

***CPR Instruction and Training.*** School districts and charter schools shall provide public school students with one (1) or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-203

15-341

15-701.01

15-710

15-741

15-763

A.A.C.

R7-2-302

R7-2-302.03

CROSS REF.:

IGD - Curriculum Adoption

IGE - Curriculum Guides and Course Outlines

IHAMC - Instruction and Training in Cardiopulmonary Resuscitation

IHAMD - Instruction and Training in Suicide Prevention

IIE - Student Schedules and Course Loads

IKA - Grading/Assessment Systems

JFABC - Admission of Transfer Students