Grossmont Union High School District Special Education Department

CAHSEE EXEMPTION PROCEDURES UNDER EDUCATION CODE SECTION 60852.3

Exemption of the CAHSEE Diploma Requirement

Students with an individualized education program (IEP) are exempt from having to pass the CAHSEE as a condition of receiving a high school diploma under Education Code Section 60852.3 provided:

1. The projected date for completion of high school listed on the IEP is on or after July 1, 2009;
2. The graduation plan listed on the IEP includes a diploma course of study; and
3. The high school transcript shows the student has satisfied or is enrolled in a course of study that will satisfy all other state and local requirements for a diploma.

Procedures

The requirements for a CAHSEE exemption are considered met in the GUHSD when steps 1 through 4 listed below and on the next page have been completed.

STEP 1: Determine SE Status

School Psychologist or Advocate Teacher: Determines student's Special Education (SE) Status in *SpEd Forms*.

- ✓ If SE Status is "*"SpEd Evaluated – Receiving Services*," proceed to Step 2.
- ✓ If SE Status is "*SpEd Evaluated – No longer receiving services*," follow the GUHSD Interim Placement Procedures before proceeding to Step 2.

Notes:

- *Students who exited high school after January 1, 2008 without a diploma (because they did not pass CAHSEE) are potentially eligible for a CAHSEE exemption if they have not reached maximum age eligibility (22 years). They will have a SpEd Forms SE Status of "'SpEd Evaluated – No longer receiving services*."
- *It is not necessary for a student, who left high school without a diploma, to re-enroll in the GUHSD to be eligible for a CAHSEE exemption unless the student will be attending a school program as a result of the IEP team meeting described below.*

STEP 2: Arrange for IEP Meeting

School Psychologist or Advocate Teacher: Arranges for an IEP team meeting which:

- ✓ May coincide with the student's regularly scheduled annual or triennial review.
- ✓ Must include annual and/or triennial review as the purpose of the meeting if one or both are due prior to the student meeting the requirements to receive a high school diploma and no other IEP meetings are planned prior to the student receiving a high school diploma.
- ✓ Must include interim placement and interim review as the purpose of the meeting if a referral for an interim placement was created (see Step 1),
- ✓ Cannot be for the sole purpose of exempting the student from the CAHSEE requirement (i.e., the purpose of the meeting must also include a review of the IEP to determine any needed additional instruction and services to help the student pass the CAHSEE, fulfill any other diploma requirements, and meet the IEP annual goals and post-secondary transition goals.)

STEP 3: Hold IEP Team Meeting

IEP Team: Conducts an IEP meeting and develops a proposed IEP that includes, but is not limited to:

- ✓ Reviewing the student's eligibility for an exemption of the CAHSEE diploma requirement;
- ✓ Offering additional instruction or services to help the student pass the CAHSEE, fulfill any other diploma requirements, and meet the IEP annual goals and post-secondary transition goals
- ✓ Performing any other appropriate reviews or revisions such as an interim placement, interim placement review, annual review, triennial review, and/or amendment to ensure the IEP meets all compliance requirements.

STEP 4: Complete and Distribute Approval of CAHSEE Exemption Form

SE Administrative Designee:

- ✓ Completes the *Approval of CAHSEE Exemption Form* after receiving the parent or adult student's written consent to the proposed IEP developed at the IEP meeting described in Step 3.
- ✓ Ensures the completed CAHSEE Exemption form is distributed to the persons listed on the bottom of the form.

Notes:

- *If the parent or adult student did not attend the IEP meeting described in Step 3 and written consent is received after the IEP meeting, the School Psychologist serves as the SE Administrative Designee for the purpose of completing the Approval of CAHSEE Exemption Form.*
- *Upon receipt of the Approval of CAHSEE Exemption Form and verification that the student has satisfied all other requirements for receiving a diploma, the local school's Site Support Tech distributes the diploma.*
- *A student may earn both a Certificate and a Diploma, provided the requirements for each have been satisfied.*

Step 5 described below is not necessary to receive approval of the CAHSEE exemption, but is necessary after the student has met all requirements for receiving a diploma.

STEP 5: Exit Student

Advocate Teacher: No later than one week after the student has met the requirements for receiving a high school diploma:

- ✓ Completes the *Summary of Performance* (SOP) form in SpEd Forms.
- ✓ Completes the final review of the IEP annual goals in SpEd Forms.
- ✓ Notifies the SE Office Assistant that the forms have been completed and to send a copy of the parent.
- ✓ Exits the student in SpEd Forms using the reason of *"Graduated with diploma using Exemption - CAHSEE"* when the student has qualified for the CAHSEE exemption and satisfied all other requirements for a diploma.

Note:

The Summary of Performance and final review of IEP annual goals may be completed by the Advocate Teacher as part of the IEP meeting described in Step 3.

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