****

**The Department of Academic Affairs**

160 S. Hollywood • Memphis, TN 38112 • (901) 416-0284 • Fax (901) 416-7612 • [conwayam@scsk12.org](http://www.scsk12.org)  
--------------------------------------------------------------------------------------------------------------------------------------------------------------

**To: Principals and Graduation Coordinators**

**Date: March 10, 2015**

# Subject: 2015 Diploma Procedures (revised)

**Please note the following procedures for diplomas to be printed and entered into SMS:**

1. Create a diploma roster in Excel and send to Wendolyn Snow by **e-mail (no faxes or paper copies**).
   1. ***Use the attached template to prepare the roster.***
   2. Include the following information:
      1. School name
      2. Prepared by: Name and contact number of person preparing the roster
      3. Approved by: Name of the administrator that approved the graduates, diploma type and seal options
      4. Enter each student’s first name, middle initial and last name (in that order)
      5. For every student, enter X to indicate Regular or Special Education Diploma
      6. For selected students, enter X to indicate if student met requirements for a Special Seal (provided at no charge) and/ or Exemplary Recognition (to be printed on the diploma)
      7. If there are any questions or if you need assistance please call **Wendy Snow at 416-3564.**
   3. Submit diploma rosters to Wendy Snow in Printing Services no later than **April 24, 2015** to ensure diplomas are produced in time for proofing and corrections before graduation.
2. The date on diplomas will be the last official day of the semester (**currently set for May 22, 2015).**
3. Students may earn one of two diploma types (reference SCS Policy 5004 and TN Policy 2.103):
   1. **Regular SCS Diploma**
   2. **Special Education Diploma**

*Note: Certificate of Attendance, Transition Certificate and IEP Certificate are no longer provided.*

1. All diplomas will have **one** of the following seals (*select appropriate field on diploma roster for each student)*
   1. SCS Gold Seal for regular diplomas and Special Education diplomas *(schools need to order “SCS Gold Seals” from the warehouse, catalog #14448, 50 seals per roll)*
   2. TN Graduate with Honors Seal (*provided at no cost* *for students who meet this criteria)*
   3. TN Graduate with Distinction Seal (*provided at no cost* *for students who meet this criteria)*
   4. TN Graduate with Honors and Distinction Seal (*provided at no cost* *for students who meet this criteria)*
   5. **Designation of Exemplary Recognition** Students who qualify will have “Designation of Exemplary Recognition” printed on their diploma and transcript. *Use a regular gold seal for these diplomas.*
2. Assign the Completion Document information and Diploma Recognitions to Seniors in SMS. Please refer to the *2014-2015 End of Year Diploma Recognitions* document, which is located on DocuShare.  
   http://docushare2.scsk12.org:8080/docushare/dsweb/View/Collection-819.

A brief description of the diploma types and special seals is provided on the next page. If there are questions or a need for further clarification, don’t hesitate to contact me. Thanks. Annie Conway

|  |  |
| --- | --- |
| **Diploma & Seal Options** | **Requirements** |
| **Regular SCS Diploma**  22 units of specified credits  Capstone recommended | * English 4 units (taken sequentially) * Mathematics 4 units (one year of math in grades 9-12; must complete Alg1, Alg2, Geo and a higher level math) * Science 3 units (Must complete Biology 1, Chemistry or Physics and a third level lab science in high school) * Social Studies 3 units (to include U S History, Economics, U S Government, World History / Geography) * Wellness 1 unit * Physical Education 0.5 unit * Personal Finance 0.5 unit * Elective Focus - 3 units * Foreign Language (2 units of the same language while in high school) * Fine Arts 1 unit * Computer Education – 1 year of computer education during student’s educational career |
| **Special Education Diploma** | Awarded at the end of the fourth year of high school to students with disabilities who have:   * Not met the requirements for a regular SCS high school diploma * Successfully completed an Individual Education Plan (IEP) * Satisfactory records of attendance and conduct   *Note: Students who receive a Special Education Diploma may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two years old.* |
| **Tennessee Graduate  With Honors  Special Seal** | In addition to regular SCS diploma requirements, student must score at or above all of the subject area readiness benchmarks on the ACT (or equivalent scores on SAT)   * English 18 * Reading 22 * Math 22 * Science 23   <http://www.act.org/solutions/college-career-readiness/college-readiness-benchmarks/> |
| **Tennessee Graduate  With Distinction  Special Seal** | In addition to regular SCS diploma requirements, student must have a B average and at least of the following:   * Earn a nationally recognized industry certification * Participate in at least one of the Governor’s Schools * Participate in one of the state’s All State musical organizations * Be selected as a National Merit Finalist or Semi-Finalist * Attain a composite score of 31 or higher on the ACT or 1360 on the SAT * Attain a score of 3 or higher on at least two advanced placement exams * Successfully complete the International Baccalaureate Diploma Programme * Earn 12 or more semester hours of transcripted postsecondary credit |
| **Tennessee Graduate  With Honors and Distinction  Special Seal** | In addition to regular SCS diploma requirements, student must meet requirements for both Tennessee Honors and Tennessee Distinction |
| **Designation of Exemplary Recognition** *(in addition to meeting regular SCS diploma requirements)*  **\* This special recognition will be printed on the diploma and the transcript for any student who qualifies. \***   * Must have earned twelve (12) Honors or Advanced Placement credits (any combination) in Grades 9 -12 or a combination of such credits totaling twelve (12), with each Advanced Placement credit equal to 1.5 honors credits. * A minimum of two (2) Honors or Advanced Placement courses is required during the senior year. * Designation of Exemplary Recognition will be printed on the diploma and final high school transcript for qualified students | |