

REGULATION #8100.1

SCHOOL COMPLETION CERTIFICATE

1. REQUIREMENTS FOR THE GRANTING OF A SCHOOL COMPLETION CERTIFICATE

The Surrey Board of Education will submit to the Minister the names of students to be awarded a School Completion Certificate. Such students must be working toward the goals of their Individual Education Plan (IEP) and be enrolled in an educational program that is not designed to meet the requirements for the granting of a Certificate of Graduation (Dogwood Certificate).

To be eligible for a School Completion Certificate, a student must meet the following criteria:

- a) Diagnosed intellectual disability (i.e., mild or greater);
- b) Ministry designated special need;
- c) Evidence of meaningful progress towards the completion of IEP goals and objectives.
- d) Evidence of meaningful consultation with parents/guardians.

Details for the aforementioned requirements are contained in the Surrey school board's "[School Completion Certificate \(Evergreen\) Process Handbook](#)".

2. EVALUATION AND ASSESSMENT

The learning outcomes for a student's program will be contained in a student's Individual Education Plan (IEP). The case manager and/or the classroom teacher will develop those learning outcomes for individualized Locally Developed (LD) courses.

Schools must issue marks in a manner consistent with the Provincial Letter Grade Order. Students on school completion programs will be evaluated using standards established for other students.

3. ADMINISTRATIVE PROCEDURES

Schools must ensure:

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- a) That any student who is deemed to be on a program other than one that leads to a graduation certificate must be identified as having an intellectual disability, designated as having special needs, and have an Individual Education Plan (IEP) that meets the requirements as outlined in Ministerial Orders, Ministerial Regulations and the School Act. The IEP must clearly indicate that the program of studies will not lead to a Certificate of Graduation (Dogwood Certificate).
- b) That parents and/or guardians and, the students where appropriate, are included in the development, monitoring and ongoing assessment of the IEP.
- c) That progress on the educational program developed for every student shall be reported on a regular basis.
- d) That reporting processes are in place to enable the Ministry of Education to issue a School Completion Certificate and a Student Transcript to students who are not on a graduation program.
- e) Students should not be placed on modified educational programs prior to Grade 10.

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