

Administrative Procedure 7030 R1
School Completion Certificate

1. **Achievement of a School Completion Certificate**

A school completion certificate can be achieved in the following manner:

a) **Modified Program in Secondary School**

- This is an individual program designed to accommodate the student's learning needs. An individual education plan (IEP) is created to ensure that the student's needs are addressed.
- Appropriate assessment supports the placement on a modified program.
- The student may be learning disabled, physically disabled, have chronic health concerns or require intensive behaviour interventions.
- Completed coursework will enable the student to seek employment within the community or engage in further education or training at a post-secondary institution.

b) **LifeSkills Program**

- The student has achieved literacy and numeracy skills that coincide with the student's cognitive ability.
- Educational goals and objectives have been addressed through the student's individual education plan.
- The student may have obtained vocational skills such as: *FoodSafe, SuperHost*, résumé preparation or technical skills.
- The student may have gained skills through work experience. This may include employment skills for the chosen work experience setting, career assessment and personal management skills.

- Appropriate assessment supports the student's placement in this program.
- Student demonstrates the mastery of skill sets that will enable them to seek employment within a supervised or non-supervised setting. The student may also seek further training in a post-secondary environment.

2. **Reporting and Transcripts**

As of March 2006, districts are committed to producing transcripts for students who are issued school completion certificates. School completion certificates are intended to recognize the accomplishments of students, including students with special needs, who have succeeded in meeting the goals of their own educational programs.

All students, including those with special needs, in receipt of school completion certificates will receive a transcript of successfully completed Grade 10, 11, and 12 courses. Transcripts for students may have a mixture of credit and non-credit courses, including regular board/authority authorized (BAA) and locally developed (LD) courses (including IEP courses) that have been completed.

In some cases, student learning in relation to IEP goals may be reflected in a letter grade on transcripts to honour the personal achievement that students have attained.