



Administrative Guidelines

SB90 Implementation

2009-10 Military Compact Task Force Committee

2012-13



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Administrative Guidelines

SB90 Implementation

Interstate Compact on Educational Opportunity for Military Children

In 2006, the Council of State Governments, along with the U.S. Department of Defense, began examining ways to address challenges facing students from military families. The group focused on four key areas: the transfer of student records; course sequencing and prerequisites; graduation requirements; and ineligibility for extracurricular activities. The Interstate Compact on Educational Opportunity for Military Children was formalized in January 2008 and took effect once legislatures in 10 states formally adopted its provisions. Kansas and Kentucky were the first states to join the compact, and as of April 1, 13 additional states were participating: Arizona, Colorado, Connecticut, Delaware, Florida, Iowa, Michigan, Mississippi, Missouri, Minnesota, North Carolina, Oklahoma, and Virginia.

SB 90 would enter Texas into the Interstate Compact on Educational Opportunity for Military Children. The compact's provisions would apply to all children of military service members on active duty, including National Guard members and reservists on active duty orders, as well as the children of service members who were severely injured and medically discharged, veterans who had been retired for one year after medical discharge or retirement, and service members who died on active duty or as the result of injuries sustained on active duty. The compact's provisions would not apply to children of inactive members of the National Guard or military reserves, service members and veterans who retired or were otherwise discharged for non-medical reasons, or civilian or contract employees of the Department of Defense or other federal agencies.

Development of EPISD Military Compact Guidelines

A Military Compact Task Force Committee was developed in the fall of 2009. Dr. Joseph G. Lopez, Associate Superintendent of Curriculum and Instruction, and James D. Anderson, Assistant Superintendent of Secondary and Priority Schools served as chairpersons of the committee and met with district staff and representatives from Fort Bliss. Committee members represented offices across central office divisions and departments.

In the initial planning meeting staff identified the various components of the military compact and identified existing district policy and administrative regulations that correlated with specific component areas of the compact. The correlations were placed on a project management chart that included the identification of various departments and individuals who shared responsibilities in association with the various components.

The challenge was to ensure that EPISD had clear written processes and procedures in place to address the execution of the various components of the compact. Often, procedures were in place and, if not, the procedures needed to be revised or developed in order to effectively address the implementation of the compact.

A series of large and small group meetings were held throughout the spring of 2010. Team facilitators, Mark Mendoza, Director of Pupil Services and Kathleen Ortega, Director of Guidance and Counseling joined the chairpersons and assisted with follow up meetings with the various small group team members to review, discuss and finalized the written procedures for the respective component areas.

The final work product, Administrative Guidelines for the Military Compact, was presented to the Superintendents Cabinet for final review and approval and the document resulted from a full collaborative effort of district staff and Fort Bliss partners.

The implementation plan includes orientations and training sessions for all appropriate district staff.

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ARTICLE IV: EDUCATIONAL RECORDS AND ENROLLMENT

- A. **Unofficial or "hand-carried" education records**--In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.
-

RELATED EPISD POLICIES

FD (Legal)
FL (Local)
FL (Legal)

PROCESS/PROCEDURES

Arriving Students:

The Parent/Responsible Person presents Unofficial Records to the Registrar. The registrar submits the records to the Counselor (or Principal at the Elementary School). Counselor evaluates records and places student in appropriate classes. The registrar files a request for the Official Record from the sending district. Official evaluation is completed upon arrival of Official Records.

The student's placement is either confirmed or changed accordingly.

Parents sign off on letter of understanding. This letter indicates that placement is based on official records and may be adjusted once official documents are received. This can impact credits and classification. Our campuses will only honor those credits given by sending districts. Appeals to this rule must be taken to the district C&I, and counseling departments.

Note: If no records are sent by the sending institution within 30 days, EPISD Bulletin # 2, Elementary and Secondary and Priority Schools divisions will serve as a guide for student placement decisions. The student may have two sets of records, one from the sending institution and the other from any institution or vendor outside of the regular accredited sending institution

Departing Students:

At withdrawal, an unofficial copy of the records is made. Parent signs a receipt for records.

DISTRICT RESOURCES

Registrar
Principal
Pupil Services

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

Manuel Castruita, Director Guidance Services: 915-230-2384 or mcastrui@episd.org

ARTICLE IV: EDUCATIONAL RECORDS AND ENROLLMENT

- B. Official education records/transcripts**--Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon receipt of this request, the school in the sending state will process and furnish the official education records to the school in the receiving state within ten (10) days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
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RELATED EPISD POLICIES

FD (Legal)

FL (Local)

FL (Legal)

PROCESS/PROCEDURES

Arriving Students:

Upon enrollment, the registrar shall request an Official Record for the student from the sending institution.

Note: If no records are sent by the sending institution within 30 days, EPISD Bulletin # 2, Elementary and Secondary and Priority Schools divisions will serve as a guide for student placement decisions. The student may have two sets of records, one from the sending institution and the other from any institution or vendor outside of the regular accredited sending institution.

Departing Students:

Upon receipt of a Request for Records from the Receiving Campus, the registrar/Elementary PEIMS clerk shall prepare and send the requested documents within 10 school days.

DISTRICT RESOURCES

Registrar

Principal

Pupil Services

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

Manuel Castruita, Director Guidance Services: 915-230-2384 or mcastrui@episd.org

ARTICLE IV: EDUCATIONAL RECORDS AND ENROLLMENT

- C. **Immunizations**--Compacting states shall give thirty (30) days from the date of enrollment or within such time that does not exceed thirty (30) days as is reasonably determined under the rules promulgated by the Interstate Commission, for students to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccinations must be obtained within thirty (30) days or within such time that does not exceed thirty (30) days as is reasonably determined under the rules promulgated by the Interstate Commission. The collection and exchange of information pertaining to immunizations shall be subject to confidentiality provisions prescribed by federal law.
-

RELATED EPISD POLICIES

FFAB (Legal)
FD (Legal)
FL (Local)
FL (Legal)

PROCESS/PROCEDURES

Note: SB 90 does not impact what is required for enrollment to Texas school for military dependents. They receive 30 days provisional enrollment if they come to us without their immunizations records in hand, but if they have it with them and are missing an age-appropriate vaccine, they do not receive the 30 days provisional enrollment. They cannot enroll in Texas schools until they receive the missing vaccine or at least the first vaccine, if it is a series of vaccine such hepatitis B.

Each student shall be fully immunized against diphtheria, hepatitis A & B, rubella (measles), rubella, meningococcal, mumps, tetanus, pertussis, poliomyelitis and varicella by the appropriate age and/or grade. For immunization requirements, see Texas Department of State Health Services' web site at: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

A student may be provisionally admitted or enrolled if the student has begun the required immunizations. The student must have an immunization record that indicates the student has received at least one dose of each age-appropriate vaccine specified in the regulations. For TDSHS's provisional enrollment directives, see: http://www.dshs.state.tx.us/immunize/docs/school/rules_faq_04.doc

REFERENCES

- Education Code 38.001(e), 162.002 art. IV, § C; 25 TAC 97.66, 97.69;
- Atty. Gen. Op. GA-178 (2004)

DISTRICT RESOURCES

Nurse
Health Services

DEPARTMENTAL CONTACT

Betty Ritchley, Director Health Services: 915-230-2100 or britchle@episd.org

ARTICLE IV: EDUCATIONAL RECORDS AND ENROLLMENT

- D. **Pre-K, Kindergarten and first grade entrance age**--Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including kindergarten) from a local education agency in the sending state at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

RELATED EPISD POLICIES

FD (Legal)

FD (Local)

PROCESS/PROCEDURES

Enroll students in current grade level, commensurate with their sending state grade level. Assess academic readiness at receiving state level and provide academic support if needed.

At enrollment, the registrar evaluates entering student's grade documentation. If student enters with no documentation whatsoever, placement is made based upon Elementary, Secondary and Priority Schools Bulletin 2. Otherwise, the campus initially honors placement as documented in provided student records. Parent is made aware, by verbal explanation and signed form, of the school's intent to perform evaluation to ensure appropriate placement. Permanent grade placement is made based upon these evaluations.

Prekindergarten enrollment is available to all military dependent students who meet TEA requirements for military dependency.

The following documentation must be provided:

1. Birth Certificate, showing that the child is 4 years old by September 1.
2. Department of Defense (DoD) photo identification for children of active duty service members.
3. "Statement of Service" from the Installation Adjutant General (AG) Director of Human Resources (for active duty, mobilized Reservists or Texas National Guard).
4. Death Certificate or appropriate DoD form indicating death as the reason for the separation from service (for children of Service members who died or were killed).
5. Copy of Purple Heart orders or citation (for children of combat wounded/injured Service members or mobilized Reservists/guardsmen); or
Copy of Line of Duty Determination documentation (for children of Service members or mobilized Reservists/guardsmen injured in active duty, but not in combat)

6. "Missing in Action" (MIA) documentation (for children of MIA Service members)

DISTRICT RESOURCES

Registrar

Principal

Pupil Services

Director Elementary LA/Early Childhood

DEPARTMENTAL CONTACTS

Elementary Division: 915-230-2490

Pupil Services: 915-230-2080

Sandra Garza, Director Elementary LA/Early Childhood: 915-230-2385 or skgarza@episd.org

ARTICLE V: PLACEMENT AND ATTENDANCE

- A. **Course and Grade Placement**--When the student transfers before or during the school year, the receiving state school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school and/or educational assessments conducted at the school in the sending state if the courses are offered.
-

RELATED EPISD POLICIES

FD (Legal)

FD (Local)

PROCESS/PROCEDURES

Placement of transferring student, Pre-K through 12th:

At enrollment, the registrar/principal/counselor evaluates entering student's grade and course documentation. If student enters with no documentation whatsoever, placement is made based upon Elementary, Secondary and Priority Schools Bulletin 2. Otherwise, the campus initially honors placement as documented in provided student records. Parent is made aware, by verbal explanation and signed form, of the school's intent to perform evaluation to ensure appropriate placement. Permanent grade placement is made based upon these evaluations.

Prekindergarten enrollment is available to all military dependent students who meet TEA requirements for military dependency.

Placement into Pre-AP/AP courses and/or Accelerated courses

EPISD will place students in accelerated coursework/grades based on the placement from sending educational institution.

A student already accepted in the IB program and in good standing will be allowed to be accepted in the District's IB program. Every effort will be extended to provide reciprocity between the sending IB institution and EPISDs.

An arriving ninth grader from a military family interested in the IB program may be given an opportunity to complete the application process to determine eligibility prior to the conclusion of the fall semester of their freshman year.

Students accepted into the IB program after the first day of the fall semester of freshman year are responsible for work assigned prior to enrolling as required by the program.

Students participating in the IB program may work toward earning an IB diploma or certificate based upon discussion and agreement between the parents and EPISD.

Certain requirements for the IB program are governed by the IBO and cannot be waived by the District.

Students coming from DoD middle schools who wish to repeat a high school course where credit was earned at the middle school may do under the following conditions: (a) credit will only be awarded for

the successful completion of the class once; (b) a grade will be awarded for the most recent course taken; (c) grades will be used for calculating GPA and class ranking.

Students will be required to complete *Request to Repeat a Course* for earned high school credit at middle school.

DISTRICT RESOURCES

Registrar
Counselor
Principal
Guidance Services
Secondary & Priority Schools Division

DEPARTMENTAL CONTACTS

Elementary Division: 915-230-2490

Pupil Services: 915-230-2080

Manuel Castruita, Director Guidance Services: 915-230-2384 or mcastrui@episd.org

Mary Ann Clark, Director Advanced Academic Services: 915-230-2373 or mxclark@episd.org

ARTICLE V: PLACEMENT AND ATTENDANCE

- B. Educational Program and Grade Placement**--The receiving state school shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation/placement in like programs in the sending state.
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RELATED EPISD POLICIES

EHBB (Legal)

EHBB (Local)

PROCESS/PROCEDURES: GT PROGRAM

EPISD will place students based on the GT program model from the sending educational institution. EPISD will place high school GT students in Pre-AP/AP with differentiated instruction or in the GT Independent Study program.

Note: In reference to IB, please review Article V, section A of this guidebook. In reference to GT Placement see *Advanced Academic Services and College Readiness Program Handbook*, Sections 1-3.

If the student is placed in GT and is not successful, he/she will be subject to the growth plan procedure as specified in the *Advanced Academic Services and College Readiness* handbook, section 4.

DISTRICT RESOURCES

Advanced Academic Services

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

Manuel Castruita, Director Guidance Services: 915-230-2384 or mcastrui@episd.org

Mary Ann Clark, Director Advanced Academic Services: 915-230-2373 or mxclark@episd.org

PROCESS/PROCEDURES: ESL PROGRAM

EPISD will place transferring student into the ESL program according to the sending educational institution/state documentation. EPISD will assess student with district assessment instrument to determine eligibility of LEP status. EPISD will place student according to new assessment data. EPISD will follow district LPAC procedures for initial review.

DISTRICT RESOURCES

Department of English Language Acquisition (DELA)

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

Gina Oaxaca, Director Bilingual Education: 915-230-3046 or nrgonzal@episd.org

ARTICLE V: PLACEMENT AND ATTENDANCE

- C. **Special Education Services**--The receiving state shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP); and make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing 504 or Title II Plan, to provide the student with equal access to education.
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RELATED EPISD POLICY

Our current policy/bulletin is written following the Federal Law that also governs S.B. 90.

PROCESS/PROCEDURES

If a student transfers districts, and the student had a previous IEP in place, the District will provide the child with FAPE, including services comparable to those described in the previous IEP, in consultation with parents, until:

1. In the case of a student who transfers within the state, the District adopts the previous IEP or develops, adopts, and implements a new IEP.
2. In the case of a student who had an IEP in effect in another state, the District conducts an evaluation, if determined necessary by the District, and develops, adopts, and implements a new IEP, if appropriate.

Due to the individualized and unique nature of a student's IEP, each case should be considered on an individual basis by the student's ARDC.

The Legal Framework for the Child-Centered Special Education Process section regarding Transfer Students can be found at:

<http://fw.esc18.net/frameworkdisplayportlet/ESC18-FW-Summary.aspx?FID=108>

DISTRICT RESOURCES

Registrar
Diagnostician
Principal
Special Education Department

DEPARTMENTAL CONTACT

Sam Forsythe, Director Special Education: 915-230-2838 or swforsyt@episd.org

ARTICLE V: PLACEMENT AND ATTENDANCE

- D. Placement Flexibility**--District officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered under the jurisdiction of the District, with the exception if the state requires a course for graduation, there is no waiving of course requirements.
-

RELATED EPISD POLICIES

EHBB (Legal)

EHBB (Local)

PROCESS/PROCEDURES

EPISD will honor GT placement of transfer students and will utilize the GT Improvement Plan Process as a subsequent evaluation for students who are not successful in GT programs and coursework.

Note: See *Advanced Academic Services and College Readiness Program Handbook*, Section 4 pp. 8-9: "Continuation and Improvement Plan/Exit of Qualified Students"

DISTRICT RESOURCES

GT Campus Chair

LPAC Chair

Advanced Academics

Department of English Language Acquisition (DELA)

DEPARTMENTAL CONTACTS

Gina Oaxaca, Director Bilingual Education: 915-230-3046 or nrgonzal@episd.org

Manuel Castruita, Director Guidance Services: 915-230-2384 or mcastrui@episd.org

Mary Ann Clark, Director Advanced Academic Services: 915-230-2373 or mxclark@episd.org

ARTICLE V: PLACEMENT AND ATTENDANCE

- E. **Absence as Related to Deployment Activities**--A student whose parent or legal guardian is an active duty member of the uniformed services shall be granted additional excused absences at the discretion of the superintendent to visit with his or her parent / legal guardian relative to such leave or deployment of the parent / guardian.
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RELATED EPISD POLICIES

FEA (Legal)

PROCESS/PROCEDURES

Troop Departure Day or Troop Reunification Day

Parent must secure the Troop Departure Day/Reunification Day form from the campus or Pupil Services. A copy of orders or documentation that troops will be arriving on a particular day must be provided with the signed form above-listed. With completion of the form, an absence will be coded as Excused-Parent Requested by the campus.

If the departure or arrival is unannounced due to rapid deployment or national security issues and the rear guard parent is not aware of the departure/arrival, then the form may be submitted no more than one week after the absence.

Reintegration Block Leave/Pre-deployment Leave

BLOCK LEAVE form must be secured from the campus, completed and returned to the campus no later than two weeks before the date of requested absences. The Principal will meet with the parent/responsible person and review the number of accrued absences the student already has, the number of days the parents have requested and evaluate the student's danger of violating the 90% rule. The Principal will also review the student's grades, attendance, and standardized examination dates with the parents. The principal will then determine the number of excused absences that may be granted. Since there is the likelihood that the parents will elect to keep the student out regardless of the excused/unexcused status of the absences, a document signed by the parent indicating that the parent understands the consequences of an unexcused absence will be obtained by the principal and kept on file.

Absences requested for TAKS or other required examination dates will automatically be coded as unexcused.

At the High School level, due to 90% State requirements, students must make up work in a timely manner to ensure credits. These absences in combination with unexcused absences could still result in loss of credit due to attendance.

DISTRICT RESOURCES

Principal

Pupil Services

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

Nidelia Montoya, Director Accountability: 915-230-2708 or nmmontoy@episd.org

ARTICLE VI: ELIGIBILITY

A. Eligibility for Enrollment

1. Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
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RELATED EPISD POLICIES

FD (Legal)
FD (Local)
FD (Regulation)
FDA (Local)
FDA (Legal)

PROCESS/PROCEDURES

At the time of enrollment at the campus, the registrar shall determine whether or not the person enrolling the child is a parent listed on the birth certificate. If the person enrolling the student is listed on the birth certificate, the enrollment shall take place. If the person is not on the birth certificate, the person will be referred to the Office for Pupil Services.

At the Office for Pupil Services, the person may produce the Special Power of Attorney as provided by the military in order to qualify for an EPISD Responsible Person Affidavit. Once this requirement has been met, then the new Responsible Person shall be directed back to the campus to complete enrollment of the child.

DISTRICT RESOURCES

Registrar
Principal
Pupil Services

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

ARTICLE VI: ELIGIBILITY

A. Eligibility for Enrollment

2. District shall be prohibited from charging local tuition to a transitioning military child placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

RELATED EPISD POLICIES

FD (Legal)
FD (Local)
FD (Regulation)
FDA (Local)
FDA (Legal)

PROCESS/PROCEDURES

As long as the student is the dependent of an Active Duty Service Member or Person Responsible as required by board policy FDA, the student would be admitted without tuition if they live within El Paso County. The responsible person must follow the procedure above and must also file a Pupil Transfer Request with the desired campus.

Note: Military families are subject to paying tuition for their children to attend EPISD based upon the following conditions:

- Residing outside of El Paso County
- Residing outside the state of Texas

Exemption: If the spouse of a military service member resides of El Paso County or outside of the state of Texas and is an EPISD employee, the family is exempt from paying tuition for their children based upon Board Policy FDA (Local). In this situation, the parent needs to apply for a student transfer request.

DISTRICT RESOURCES

Pupil Services

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

ARTICLE VI: ELIGIBILITY

A. Eligibility for Enrollment

3. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he/she was enrolled while residing with the custodial parent.

RELATED EPISD POLICIES

FD (Legal)
FD (Local)
FD (Regulation)
FDA (Local)
FDA (Legal)

PROCESS/PROCEDURES

As long as the student is the dependent of an Active Duty Service Member or Person Responsible as required by board policy FDA, the student would be admitted without tuition if they live within El Paso County. The responsible person must follow the procedure above and must also file a Pupil Transfer Request with the desired campus.

Note: Military families are subject to paying tuition for their children to attend EPISD based upon the following conditions:

- Residing outside of El Paso County
- Residing outside the state of Texas

Exemption: If the spouse of a military service member resides of El Paso County or outside of the state of Texas and is an EPISD employee, the family is exempt from paying tuition for their children based upon Board Policy FDA (Local). In this situation, the parent needs to apply for a student transfer request.

DISTRICT RESOURCES

Pupil Services

DEPARTMENTAL CONTACTS

Pupil Services: 915-230-2080

ARTICLE VI: ELIGIBILITY

- B. Eligibility for Extra-Curricular Participation**--State and local education agencies shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.
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RELATED EPISD POLICIES

FM (Legal)

FM (Local)

FM (Regulation)

PROCESS/PROCEDURES

Academics:

Restricting students from participating in academic extra-curricular activities only applies to academic requirements ("No Pass No Play") and UIL rules and regulations. Students new to the District may contact the Activities Directors, the Academic Coordinators and the Academic Coaches at their campuses, and with their assistance, can make decisions on how to become participants and/or alternates.

Athletics:

Students desiring to participate in athletic programs must comply with academic requirements ("No Pass No Play"), EPISD, UIL rules and regulations, and submit an approved physical using the UIL physical form. Upon compliance with the above requirements, sports coaches will determine a student's participation and the level of participation (9th, JV, Varsity).

For information regarding athletic participation new students may visit the Athletic website at:

<http://www.episd.org/departments/athletics/>

Fine Arts:

Students are permitted to enter programs upon enrollment in EPISD. Students will be placed in the appropriate group according to their proficiencies. Auditions for Music All-Region/State are governed by Texas Music Educators Association which follows their own By-Laws.

Cheerleading:

Students shall submit written request to Student Activities Manager within 10 days of enrollment. Student will be required to meet try out guidelines of cheerleading contract (grades/eligibility etc). Students must be enrolled. Try out format will mirror spring try outs - panel judges, rubric, and scale scores for squad levels (Varsity/JV). Seniors only are eligible for Varsity (district standard); Juniors and sophomores for JV. If scale score is met for squad Athletics/Secondary Schools must approve waiver to add positions beyond the 15 cheer squad as outlined in Elementary, Priority, and Secondary Schools Divisions Bulletin 3. Seniors must score within range set by Varsity Spring tryouts. Juniors and sophomores must score within JV Spring scoring range. The range will vary depending on the campus. Parents must agree to financial guidelines/responsibilities/time lines prior to try outs. Full participation pending receipt of uniform and other necessary equipment. Current physical on file submitted on UIL form required for cheerleading and all athletic activities.

DISTRICT RESOURCES

Counselor

Principal

Athletics

Fine Arts

UIL

Advanced Academics

Secondary and Priority Schools Division

DEPARTMENTAL CONTACTS

Kenneth Owen, Director Athletics: 915-230-2250 or kowen@episd.org

Charles Angerstein, Director Fine Arts: 915-760-8520 or ctangers@episd.org

Carolyn Mackey, Coord. Academic Comp/Speech/Journalism: 915-230-2223 or camackey@episd.org

ARTICLE VII: GRADUATION

- A. Waiver Requirements**--District administrative officials shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide an alternative means of acquiring required coursework so that graduation may occur on time.

RELATED EPISD POLICIES

EIF (Legal)

EIF (Local)

EIF (Regulation)

PROCESS/PROCEDURES

Military transfer students who transfer after the 9th grade year are eligible to receive Texas diplomas but shall complete all applicable high school graduation requirements. Any course credits required for graduation that are not completed before enrollment may be satisfied by credit given for similar coursework satisfactorily completed in another local education agency, or provide reasonable justification for denial. If credit cannot be granted by this means, graduation requirements may be satisfied through credit by examination, correspondence courses, distance learning, or completing the course. (Counselors will complete the *Graduation Worksheet for Military Transfer Students*.)

On or before the fall semester of the 11th grade year, the student must meet state graduation requirements in order to receive a diploma from EPISD.

The parents are required to request from the sending educational institution an overview of the curriculum to assist the counselor/respective EPISD department in determining course content correlation to the state TEKS. Alignment or comparable alignment with the TEKS is required to validate course content and credit earning from sending educational institution.

Counselors will review transcripts from the sending educational institution if the senior student meets the graduation requirements from the sending educational institution. EPISD may work with the parents to help facilitate the process whereby the student receives the diploma from the sending educational institution.

If the student is to receive a diploma from EPISD, the student must meet state graduation requirements. If the student falls short on meeting the academic requirements, the receiving educational institution will seek and provide various reasonable options for course credit earnings to assist the student meet graduation requirements.

DISTRICT RESOURCES

Counselor

Principal

Secondary and Priority Schools

DEPARTMENTAL CONTACTS

Dr. Joseph Lopez, Associate Supt Curriculum & Instruction: 915-230-2363 or jglopez@episd.org

Mariano Silva, Assistant Superintendent Math/Science: 915-230-2365 or jmsilva@episd.org

Nidelia Montoya, Director Accountability: 915-230-2708 or nmmontoy@episd.org

Manuel Castruita, Director Guidance Services: 915-230-2384 or mcastrui@episd.org

Pupil Services: 915-230-2080

Bruce Fineron, Student Systems Manager: 915-230-2670 or blfinero@episd.org

ARTICLE VII: GRADUATION

- B. Exit Exams**--States shall accept: (1) exit or end-of-course exams required for graduation from the sending state; or (2) national norm-referenced achievement tests; or (3) alternative testing, in lieu of testing requirements for graduation in the receiving state. In the event the above alternatives cannot be accommodated by the receiving state for a student transferring in his or her senior year, then the provisions of Article VII, Section C (below), shall apply.
-

RELATED EPISD POLICIES

EKB (Legal)

PROCESS/PROCEDURES

Alternative Assessments

A student is eligible to substitute an alternative exit-level assessment for a TAKS exit-level assessment if the student, enrolls in the senior year in which they would otherwise be eligible to graduate:

1. Enrolls in a public school in Texas for the first time; or
2. Enrolls in a public school in Texas, in the senior year, after an absence of at least two years from any public school in the state. A student meets this requirement if the student has not been enrolled for one or more days in a public school in Texas in the two preceding years of the date on which the student enrolls.

Verification of Eligibility

Option 1

If the student is a senior, the student is still required to meet passing criteria on four (4) core areas. The student may meet requirements by meeting criteria on the TAKS exit level test for each course area.

OR

If the student meets state scores/passing criteria in ACT, SAT or a national norm-referenced test for ELA and/or Math, the student will satisfy the TAKS exit test requirements for math or ELA, as appropriate. However, the student must still meet graduation requirements in passing the TAKS exit tests for science and social studies.

Option 2

If the 12th grade student does not have ACT, SAT or a national norm-referenced test, the parent will pay for the cost of the test administration of the given test if the parent opts for his/her daughter/son to take a norm-referenced test. EPISD testing center may assist parents with facilitating the norm-referenced test administration process. Window times for norm-referenced test testing are pre-established by the respective vendors.

If the student is in 11th grade, the student must meet the state graduation requirements in order to receive a diploma from EPISD.

If the commissioner approves and sets passing standards on additional national norm referenced achievement tests for the purposes of permitting a student to meet this testing criteria, EPISD will honor those additional options.

DISTRICT RESOURCES

Counselor
Principal
Testing Center

DEPARTMENTAL CONTACTS

Nidelia Montoya, Director Accountability: 915-230-2708 or nmmontoy@episd.org
Brenda Booth, Director Assessment: 915-230-2721 or bkbooth@episd.org

ARTICLE VII: GRADUATION

- C. Transfers During Senior Year**--Should a military student transferring at the beginning or during his or her 12th grade year be ineligible to graduate from the receiving district after all alternatives have been considered, the sending and receiving districts shall ensure the receipt of a diploma from the sending district, if the student meets the graduation requirements of the sending district. In the event that one of the states in question is not a member of this compact, the member state shall use best efforts to facilitate the on-time graduation of the student in accordance with Sections A and B of this article.

RELATED EPISD POLICIES

EIF (Legal)

PROCESS/PROCEDURES

Note: As a 12th grade student, the student has the option of graduating from the senior's sending institution if the sending educational institution agrees that the student meets their requirements for graduation. The student may then receive a diploma from the sending educational institution. Campus staff has the shared responsibility with the parents to assist and facilitate in the process.

In effect, Texas, a member of the compact, will in good faith work with a non-member state in order to exercise options for graduating a son/daughter of a military family as prescribed in **Article VII, sections A and B**, to the extent that the non-member state cooperates. (See page 25 for a map of member states of the Military Compact.)

DISTRICT RESOURCES

Counselor
Principal
Secondary Schools

DEPARTMENTAL CONTACTS

Nidelia Montoya, Director Accountability: 915-230-2708 or nmmontoy@episd.org
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Please print or type.

EL PASO INDEPENDENT SCHOOL DISTRICT
Division Associate Superintendents
Graduation Worksheet for Military Transfer Students

School _____

Student _____ Student ID # _____

Date of Birth _____ Age as of September 1 _____

Request to place student in the _____ grade. Date of Enrollment _____

Information:

Number of Credits Earned _____

First Year Enrolled in High School _____

Special Education _____ 504 _____ (If a change in instructional arrangement is involved, ARD action is required.)

Pre-AP/AP _____ Dual Credit _____ IB _____ G/T _____ ESL _____

Graduation Plan: *Minimum* _____ *Recommended* _____ *Distinguished* _____ *Sending State* _____

Testing Plan: *Texas* _____ *Sending State* _____ *Alternative Assessment* _____

Alternative Assessment: *ACT/SAT* _____ *Norm-Reference Test* _____

Missing Assessment(s): _____

Earned High School Credit in Middle School: *Yes* _____ *No* _____ *DoD* _____

Repeat High School Course(s) (please list course(s) to be repeated):

Notes: _____

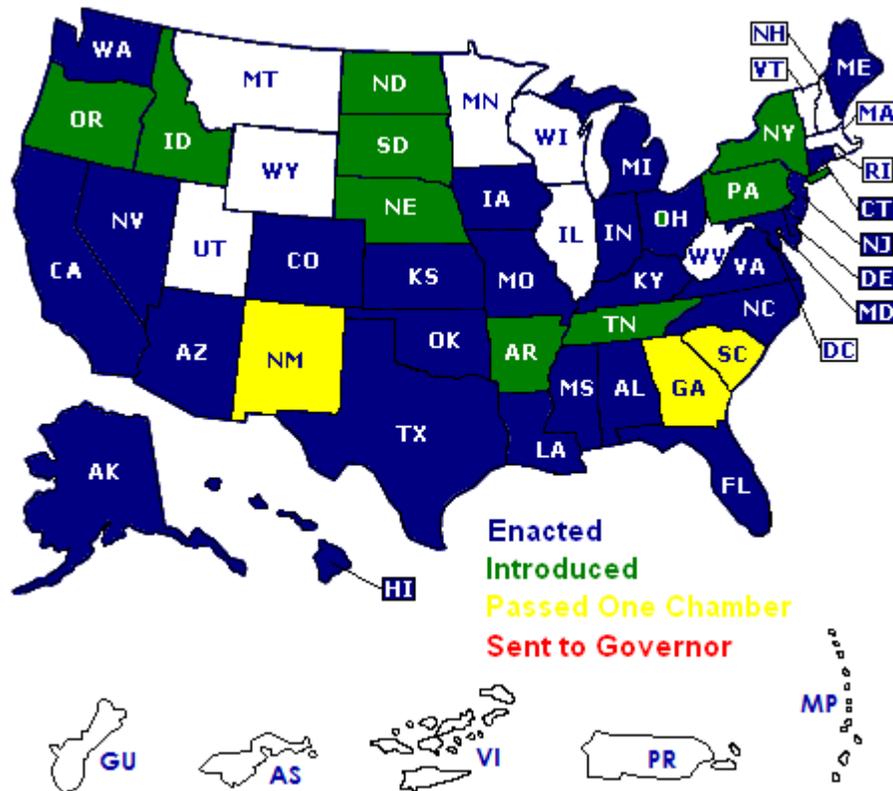
Student's Signature _____ Date _____ Parent's Signature _____ Date _____

Counselor's Signature _____ Date _____ Principal's Signature _____ Date _____

Please contact the appropriate division associate superintendent if additional information is needed. Elementary schools at 887-6435, Secondary and Priority schools at 887-6406.

Member States

Interstate Compact on Educational Opportunity for Military Children



2009 Military Compact Task Force Committee

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