

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 64
August 26, 1988

SUBJECT: CREDIT REQUIREMENT FOR STUDENTS WHO ENTERED THE ADULT SCHOOL PRIOR TO THE IMPLEMENTATION OF DIPLOMA PLUS

- I. Background
- II. Criteria
- III. Implementation Procedure

This revision supersedes the bulletin of the same number issued on September 23, 1983. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. BACKGROUND

Frequently, adult students who entered our high school program prior to the implementation of Diploma Plus, and who did not complete the graduation requirements, return at a later date to do so. They request a diploma based on evidence of work completed through: work achievement transfer credits from community colleges, adult education courses, etc.

II. CRITERIA

If a returning adult student meets the following criteria and upon the recommendation of the principal, he/she may be given permission to meet the adult school graduation requirements that were in effect at the time the student's class graduated.

- A. Before leaving the program, the student had earned a minimum of 15 or fewer credits in residency at the adult school issuing the diploma.
- B. Before leaving the program, the student, although lacking 15 or fewer credits, had completed all other requirements.

III. IMPLEMENTATION PROCEDURE

- A. Evaluations, records, and credit requests should be carefully reviewed by the head counselor and the principal of the community adult school and judged on an individual case basis.
- B. When it has been determined that a former adult student has met the graduation requirements which were in effect at the time his/her class graduated, the student's diploma, dated for that year, may be granted.
- C. If the diploma is not on file, the student should be given a letter, written on school stationery and signed by the principal, stating that he/she has met the graduation requirements for a specific year and qualifies for a diploma.
- D. If the student's cumulative record is still at the school, information regarding the completion of graduation requirements should be recorded on the cum. If the cum has been microfilmed, a copy of the letter verifying that the student has met the graduation requirements and appropriate student identification information should be forwarded to the Microfilm Section for addition to the student's permanent cumulative record.

For information, please telephone Tom Trotter, Supervisor, Adult Counseling and Guidance, at (213) 625 - 6662.

APPROVED: **JAMES A FIGUEROA, Assistant Superintendent**
 Division of Adult and Occupational Education

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