



## **XIV. Notice of Graduation (P-3)**

### **Notice of Graduation - Adult (P-3AD)**

The Notice of Graduation is completed as part of an IEP meeting. If it is not completed as part of the senior annual meeting, an IEP Review must be held to address the Notice prior to graduation.

#### Greeting

- Upon creating a Notice of Graduation form, the greeting is automatically addressed to the parent.
- If the student has reached the age of 18, an additional form, The Notice of Graduation – Adult, must be created; this form will automatically be addressed to the student.

#### Graduation Decision:

- State the date of graduation pending completion of \_\_\_\_ credits or successful completion of exam and course requirements for KUSD diploma.

#### Date

- List the date student is expected to graduate.

#### Summary of academic achievement

- Provide a brief summary of the student's academic achievement. Information can be cut and pasted from the Summary of Performance form.

#### Summary of functional performance

- Provide a brief summary of the student's functional performance. Information can be cut and pasted from the Summary of Performance form.

#### Recommendations to assist in meeting postsecondary goals

- Provide a brief summary of recommendations. Information can be cut and pasted from the Summary of Performance form.

#### Other options

- Check the box "none" in most cases. Document any specific circumstances for individual students if graduating per IEP goals.

#### Signature

- Case manager should sign the form.

**These forms should be included when submitting the IEP packet.**

Send completed original to the ESC. (Include attachments – see assessment reports above). Copy of all documents goes in the student's school **cumulative** file and a copy is **given to the student/parent**.