

**PROCEDURES FOR STUDENTS PARTICIPATING IN A
SPECIAL SCHOOL DISTRICT (SSD) VOCATIONAL SKILLS PROGRAM (VSP)
AFTER ATTENDING A PARKWAY HIGH SCHOOL**

- 1) When student begins SSD VSP and no longer attends a Parkway school, District Registrar will update Infinite Campus in the following way:
 - a) End Date is last day student attended.
 - b) End Status is T001 – Transferred to public school outside district within state.
 - c) Transfer to District is 096119 Special School District.
 - d) Transfer to School is 9990.
- 2) In “Transferred to:” section of cumulative folder, student will be transferred to SSD VSP, last day of school attended, 12th grade.
- 3) A label with the following statement will be placed on printed High School transcript: **Diploma will be issued following completion of additional graduation requirement/post-high school VSP.**
- 4) **Diploma will not be ordered at this time.**
- 5) Cumulative folder, with “Individual Graduation Plan” (IGP) (PSD form#296) included, will be sent to Pupil Personnel with the withdrawal/graduate cumulative folders for that school year.
- 6) Once the student’s IEP Team has determined and documented that the student has met all graduation/diploma requirements and will be “exited” from special education, the SSD staff member responsible for the VSP shall notify the student’s district registrar and request a copy of the student’s IGP in order to complete the following information on the IGP form:
 - a) That the student has successfully completed VSP and/or that the IEP Team has determined the student has otherwise met graduation requirements;
 - b) The official date of graduation, as determined by the student’s IEP Team, to be listed on the diploma and the student’s cumulative folder/transcript; and
 - c) How the student wishes to obtain the diploma (e.g., via mail, pick it up from the school, participate in the school’s graduation ceremony).
- 7) School Liaison will request diploma to be ordered and make appropriate arrangements for the student to receive the diploma (per #6c above), after she has received signed “Individual Graduation Plan” from SSD staff member representing the VSP program.
- 8) Registrar will update IC as follows:
 - a) Reenroll with a start status T101 – Transferred from public school outside district within state, and and an end status G01 Graduated or Dxx depending on the reason they stopped the program.
 - b) The start and end dates must be the same. (MOSIS will not be expecting attendance to be reported.)
 - c) Then enter the diploma information including graduation date on transcript determined by the student’s IEP team. The student is then reported in June of that year as graduating and is included in the Graduate Follow-up the following February.
- 9) School liaison will request cumulative folder from District Student Records in order to update as follows:
 - a) Cover up label (per #3 above) and add new label stating: **“Diploma based on waived, modified and/or added graduation requirements.”**
 - b) Enter graduation date on transcript determined by the student’s IEP team.
 - c) Add principal’s signature.
- 10) School liaison will send cumulative folder back to District Student Records (if the record was requested for updating from District Student Records office) as soon as cumulative folder is updated. The updated IGP should also be included in the cumulative folder.