

# Alternative Pathway to Graduation: Roles and Timeline

## School counselors

1. Determine initial eligibility
2. Explain process to student and answer any questions
3. Provide students with *Teacher Recommendation for Alternative Pathway to Graduation* forms
4. Retrieve student data on:
  - Attendance rate
  - History of expulsion
  - Grade Point Average (GPA) in subject area
  - Courses taken
  - Attendance and completion of available intervention programs
5. Complete *School Counselor Worksheet for Alternative Pathway to Graduation*
6. Determine eligibility once *Teacher Recommendation* forms are returned from teachers
7. Forward alternative pathway to graduation file to principal
8. Contact district test coordinator and have data entered into EMIS when process is complete
9. If student does not qualify to graduate, inform student of future Ohio Graduation Tests (OGT) administrations and available intervention programs

## Students

1. Talk to school counselor
2. Take *Teacher Recommendation* forms to teachers for approval

## Teachers

1. Complete *Teacher Recommendation* forms
2. Return *Teacher Recommendation* forms to school counselor

## Principals

1. View student alternative pathway to graduation file (*Teacher Recommendation* forms, *GPA Calculation Chart for Alternative Pathway to Graduation* and *School Counselor Worksheet*)
2. Determine if student has or has not earned a diploma; recommend award of diploma if student has met all criteria
3. Forward file to superintendent for final approval

## Superintendent

1. Approve/disapprove award of diploma to the student
2. Ensure that all completed forms are filed with the student's permanent record

## Timeline

<p><b>Mid-May</b></p>	<ul style="list-style-type: none"> <li>• Senior roster due</li> <li>• Students notified of test scores</li> <li>• School counselor contacts Seniors who have not passed all tests</li> <li>• School counselor informs Seniors if they meet basic requirements for alternative pathway to graduation and provides <i>Teacher Recommendation</i> forms             <ul style="list-style-type: none"> <li>○ Attendance rate</li> <li>○ History of expulsion</li> <li>○ GPA in subject area</li> <li>○ Courses taken</li> <li>○ Attendance and completion of available intervention programs</li> </ul> </li> <li>• Seniors approach subject-area teachers to get <i>Teacher Recommendation</i> forms signed</li> </ul>
<p><b>Week before graduation</b></p>	<ul style="list-style-type: none"> <li>• Teachers return <i>Teacher Recommendation</i> forms to school counselor</li> <li>• School counselor determines if the student is eligible to graduate</li> <li>• Principal signs <i>School Counselor Worksheet</i> to recommend graduation and forwards to superintendent</li> <li>• Superintendent signs <i>School Counselor Worksheet</i></li> </ul>
<p><b>Graduation</b></p>	<ul style="list-style-type: none"> <li>• Seniors who meet requirements are allowed to graduate</li> </ul>
<p><b>After graduation</b></p>	<ul style="list-style-type: none"> <li>• Paperwork related to graduation is included in student's permanent file</li> <li>• District enters data into EMIS</li> </ul>