

DUE DATE: June 24, 2011*
or September 30, 2011**

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

**HIGH SCHOOL CREDIT AND COMPLETION STATUS CERTIFICATION FORM
FOR GRADE 12 STUDENTS WITH AN IEP**

DIRECTIONS

This form must be completed for all grade 12 students with an Individualized Education Program (IEP) at least annually, and more frequently, as appropriate, to certify their credit and completion status and to ensure that the information is current and accurate. This form is available online in the "Forms" section of the Division of Special Education website at: http://sped.lausd.net/sepg2s/pg2_staff_for.htm. The principal or the principal's administrator designee must sign this form in addition to the student and the student's parent, as appropriate. The original must be filed in the student's cumulative record folder and a photocopy of: (1) the completed certification form; (2) the student's diploma or certificate of completion; (3) and the student's official transcript^ must be sent via school mail to the District Office of Transition Services (DOTS):

DOTS, Division of Special Education
333 S. Beaudry Avenue, Floor 17

SECTION I. STUDENT INFORMATION: Please type or print legibly in the area below.

Student Name	
Student ID	
Date of Birth	
School	

SECTION II. CLASS CREDIT INFORMATION: Please complete this section using verified student data.

Number of Credits Completed Toward Graduation/Completion		Notes	
Graduation / Completion Goal	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate of Completion		
Expected Date of Graduation / Completion			

SECTION III. REQUIRED SIGNATURES: The person who completed this form, and the principal or an administrator designated by the principal must sign certifying the accuracy of the data on this document. In addition, the student is required to sign indicating s/he has been informed of this information. The parent's signature is required if the student is under age 18.

Signature of Person Completing Form		Date	
Name of Person Completing Form Printed/Typed		Title	
Email Address		Contact Phone	

Principal / Administrator Designee Signature Certifying Accuracy of Data		Date	
Principal / Administrator Name Printed/Typed			

Student Signature		Date	
Student Name Printed/Typed			

Parent Signature		Date	
Parent Name Printed/Typed			

*DUE: FRIDAY, JUNE 24, 2011- 4:00 P.M. for grade 12 students who have completed all requirements by June 2011.

**DUE: FRIDAY, SEPTEMBER 30, 2011- 4:00 P.M. for students who have completed all requirements by end of summer 2011.

^Send a photocopy of: (1) the completed certification form; (2) the student's diploma or certificate of completion; and (3) the official transcript via school mail to the DOTS Unit at 333 S. Beaudry Avenue, Floor 17. **Contact: (213) 241-8050**