

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 10, 2017

**To:** Principals, Counselors and High School Registrars

**Subject:** PROCESS FOR USING MILITARY INTERSTATE COMPACT (MIC) FOR GRADUATION FOR STUDENTS ENROLLING WITH SDUSD AND STUDENTS LEAVING SDUSD

**Department and/or Persons Concerned:** Mia Funk, Director of Reconnection

**(Due Date only if required)** None

**Reference:** Administrative Procedure 4705, Administrative Procedure 4770, Administrative Procedure 4771, Administrative Procedure 6050, and Interstate Commission on Educational Opportunity for Military Children: Military Interstate Children’s Compact Commission (MIC3)

**Action Requested:** Review guidelines and implement immediately

**Brief Explanation:**

San Diego Unified School District (SDUSD) diplomas are awarded to all students who meet all general and course requirements for graduation as specified in Section D, “Implementation,” of Administrative Procedure (AP) 4770. When a child of a military family enrolls in SDUSD, every effort is made to ensure that these students meet the graduation requirements specified in SDUSD AP 4770.

Given the challenges of frequent military relocations, a child of a military family may transfer into SDUSD at the beginning of or during his or her senior year of high school and is unable to meet requirements for graduation as specified in AP 4770. In such cases, the Military Interstate Compact (MIC) is used to enable the student to earn a diploma from the previous school.

**Relevant References:**

**Waiver Requirements.** “The district shall use best efforts to waive specific courses required for graduation if similar coursework has been satisfactorily completed in another school district and shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the district shall use best efforts to provide the student with alternative means to complete required coursework so that graduation may occur on time.” AP 4771. Section C.3.a.

**Transfers during Senior Year.** “If a military student who must transfer at the beginning of his or her senior year is ineligible to graduate after all alternatives have been considered, the sending and

receiving districts shall make best efforts to ensure the receipt of a diploma from the sending school district. Under the provisions of the Interstate Compact on Educational Opportunity for Military Children [signed by all 50 states], the district shall use best efforts to facilitate the on-time graduation of the student.” AP 4771. Section C.3.b.

**Waivers and Certification of Graduates.** “With the Area Superintendent’s approval, the principal has the authority to grant waivers and will make the determination in each case. All such waivers must be documented on the *Principal’s Waiver of Graduation Requirements* (Attachment 1).” AP 4770.  
Section D.10.

**Students covered under the Military Interstate Compact (MIC) include the following:**  
Children in the household of a full-time, active duty member of the uniformed services of the United States, including children of those members/veterans who are severely injured, deceased, medically discharged, or retired for a period of one year. MIC3.

**No grades may be issued under the following circumstances:** “. . . students enrolling in a district school too late in the term to demonstrate sufficient mastery of course content for grading purposes or the minimum required 60 hours of instruction for first time credit, such as students transferring from schools outside the district with no transfer marks and/or evidence of prior enrollment in a course.” AP 4705. Section C.17.b.

**State-mandated coursework as outlined in Education Code 515225.3 may not be waived.**  
AP 4770. Section C.10; AP 4771 Attachment 1.

**Current District procedures for students enrolling with SDUSD:**

- Only those students, including children of military families, who meet the requirements listed in AP 4770 are granted a SDUSD diploma.
- If children of military families transfer into SDUSD during their senior year of high school and cannot meet requirements for a SDUSD diploma, the district uses the Military Interstate Compact.
- The student’s previous school is contacted via telephone (with an email follow-up) explaining that the student will **not** meet requirements for a diploma from SDUSD and that our district will need to use the Military Interstate Compact. The student’s previous school then details the classes/requirements the student needs to complete in order to earn a diploma from the previous school.
- Students graduating from the previous/sending schools are not included in SDUSD graduation data.
- The **only** grades listed on the SDUSD transcripts are those **earned** in SDUSD.
- At the end of each semester of the school year, the current SDUSD transcript is sent to the previous school to place the SDUSD courses on the previous school’s transcript.
- At the end of the final semester, the previous/sending school sends SDUSD an official transcript to be placed in student’s SDUSD cumulative folder.

- The previous/sending school sends a diploma to the student's address on file with SDUSD. Clear notations are made on the student's SDUSD cumulative file that he or she received a diploma from **another** high school.

**Current District procedures for students leaving SDUSD:**

- Only those students, including children of military families, who meet the requirements listed in AP 4770 are granted a SDUSD diploma.
- If children of military families transfer out of SDUSD during their senior year of high school and cannot meet requirements for the receiving district, the district may use the Military Interstate Compact.
- The receiving school contacts the sending school (SDUSD) explaining that the student will not meet requirements for a diploma through the receiving school and that the receiving school will use the Military Interstate Compact. SDUSD then details the classes/requirements the student needs to complete in order to earn a diploma from the sending school (SDUSD).
- Students graduating from SDUSD are included in graduation data.
- The grades listed on the SDUSD transcripts are those earned in SDUSD and at the receiving school.
- At the end of each semester of the school year, the receiving school transcript is sent to the sending school (SDUSD) to place the receiving school courses on the SDUSD transcript.
- At the end of the final semester, SDUSD sends the receiving school the official transcript to be placed in student's cumulative folder.
- SDUSD sends a diploma to the student's address on file with receiving school district.

Questions regarding this process should be directed to the Office of Children and Youth in Transition at (619) 725-7652 or [cyt@sandi.net](mailto:cyt@sandi.net), or Mia Funk, Director of Reconnection, Office of Secondary Schools at (619)725-7289.

Mia Funk  
Director  
Office of Reconnection

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of Secondary Schools

MF:vo

Attachments (2)



**MILITARY INTERSTATE COMPACT (MIC) USE**

Only those students who meet the requirements listed in San Diego Unified School District Administrative Procedure 4770 are granted a SDUSD diploma. If students of military families transfer into SDUSD during their senior year of high school and cannot meet requirements for a SDUSD diploma, the District will use the Military Interstate Compact (MIC) to assist them in earning a high school diploma from their previous school.

Students covered under the Military Interstate Compact include students in the household of a full-time, active duty member of the uniformed services of the United States, including members/veterans who have been severely injured, medically discharged, deceased, or retired for a period of one year or less.

**Procedure for Using Military Interstate Compact:**

- School site contacts student’s previous school by telephone (with an email follow-up) explaining that the student will **not** meet requirements for a SDUSD diploma and will be using the Military Interstate Compact to graduate from his or her previous school.
- The student’s previous school details the classes/requirements the student needs to complete during the time in SDUSD to earn a diploma from the previous school.
- Students graduation from their previous school are not included in SDUSD graduation data.
- At the end of the student’s final semester, the SDUSD transcript is sent to the previous school to place the SDUSD courses on the student’s school transcript.
- The student’s previous school is responsible for sending the diploma to the student’s address.
- This forms is placed in SDUSD cumulative file indicating the high school the student received their diploma from.

**Documentation of Military Interstate Compact use must be completed and emailed to the Office of Children and Youth in Transition at [cyt@sandi.net](mailto:cyt@sandi.net)**

**Copies must also be placed in the student’s cumulative file and in the site’s Secondary School Counselor/Registrar Notebook.**

**SDUSD High School:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Principal Name:** \_\_\_\_\_ **Principal Signature:** \_\_\_\_\_

**Student’s Name:** \_\_\_\_\_ **SDUSD Student ID:** \_\_\_\_\_  
(Last Name, First Name)

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student’s Address:** \_\_\_\_\_

**Name of School Issuing High School Diploma:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**OPT OUT MIC USE ONLY:**

\*If student opts to graduate with SDUSD graduation requirements after MIC submission to CYT, this form needs to be resubmitted to [cyt@sandi.net](mailto:cyt@sandi.net) and placed in cumulative file and in the site’s Secondary School Counselor/Registrar Notebook.

Student and Parent/Guardian are reversing decision to graduate with the MIC and have selected to graduate under SDUSD graduation requirements.

**Principal’s Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**MILITARY INTERSTATE COMPACT (MIC) USE**

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Students covered under the Military Interstate Compact include students in the household of a full-time, active duty member of the uniformed services of the United States, including members/veterans who have been severely injured, medically discharged, deceased, or retired for a period of one year or less.

**Procedure for Using Military Interstate Compact:**

- School site contacts student’s previous SDUSD high school by telephone (with an email follow-up) explaining that the student will **not** meet their requirements and will be using the Military Interstate Compact to graduate from SDUSD.
- The SDUSD high school then details the classes/requirements the student needs to complete during to earn an SDUSD diploma.
- Student’s graduation from SDUSD is included in graduation data.
- At the end of the student’s final semester, the receiving school is send the SDUSD high school their final official transcript. The grades from the receiving school will be transcribed onto the student’s SDUSD transcript.
- SDUSD sends the diploma to the student’s address on file with the receiving school.
- This form is placed in SDUSD cumulative file indicating the high school the student received their diploma from with the student’s final transcript.

**Documentation of Military Interstate Compact use must be completed and emailed to the Office of Children and Youth in Transition at [cyt@sandi.net](mailto:cyt@sandi.net)**

**Copies must also be placed in the student’s cumulative file and in the site’s Secondary School Counselor/Registrar Notebook.**

**SDUSD High School Issuing Diploma: \_\_\_\_\_ School Year: \_\_\_\_\_**

**Principal Name: \_\_\_\_\_ Principal Signature: \_\_\_\_\_**

**Student’s Name: \_\_\_\_\_ SDUSD Student ID: \_\_\_\_\_**  
(Last Name, First Name)

**Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Student’s Address: \_\_\_\_\_**

**Name of School Student is attending to complete required SDUSD graduation requirements: \_\_\_\_\_**

**State: \_\_\_\_\_ Grade: \_\_\_\_\_**

**OPT OUT MIC USE ONLY:**

\*If student opts to **NOT** graduate with SDUSD after MIC submission to CYT, this form needs to be resubmitted to [cyt@sandi.net](mailto:cyt@sandi.net) and placed in cumulative file and in the site’s Secondary School Counselor/Registrar Notebook, indicating where student received their diploma.

Student and Parent/Guardian are reversing decision to graduate with the MIC and have selected to graduate under from: \_\_\_\_\_ (School Name)

**Principal’s Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_**