

DOCUMENTATION FOR A CERTIFICATE OF ACHIEVEMENT

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
STATE-APPROVED SCHOOLS
BATON ROUGE, LOUISIANA

DATE PROGRAM COMPLETED _____

<u>Name of Student (Last Name, First)</u>		<u>Exceptionality</u>	<u>Date of Birth</u> <small>(mm/dd/yyyy)</small>	<u>Age</u>	<u>Sex</u>	<u>Race</u>
<u>Name of School</u>	<u>School System</u>	<u>Address</u>		<u>Zip Code</u>	<u>Telephone #</u> ()	

I hereby certify that the above named student has met the requirements prescribed by the State Board of Elementary and Secondary Education for receipt of a Certificate of Achievement from a State-approved school and that there is now in office on file a complete record of this student's work, including a cumulative record of attendance.

I certify that

_____ this student completed at least 12 years of school or has reached the age of 22 (not to include students younger than 16);

_____ this student met attendance requirements according to *Bulletin 741: Louisiana Handbook for School Administrators*;

_____ transition planning for the student has been completed and documented;

_____ this student participated in LEAP Alternative Assessment (Level 1 or 2); and

_____ this student addressed the general education curriculum as reflected on the student's IEP.

SUBSCRIBED TO THIS _____ DAY OF _____, 20____, AT _____ LOUISIANA

Signature of Special Education Supervisor

Signature of School Principal

Procedures for Certificate of Achievement

Special education students pursuing a Certificate of Achievement must meet the criteria for the Certificate of Achievement as found in *Bulletin 1706, Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941 et seq.)*. The definition of a Certification of Achievement as found in Bulletin 1706 is as follows:

An exit document issued to a student with a disability after he or she has achieved certain competencies and has met specified conditions as listed below. The receipt of a certificate of achievement shall not limit a student's continuous eligibility for services under these regulations unless the student has reached the age of 22.

- a. The student has a disability under the mandated criteria.
- b. The student has participated in LEAP Alternate Assessment (LAA).
- c. The student has completed at least 12 years of school or has reached the age of 22 (not to include students younger than 16).
- d. The student has met attendance requirements.
- e. The student has addressed the general education curriculum as reflected on the student's IEP.
- f. Transition planning for the student has been completed and documented.

Blank Certificates will arrive in the diploma shipment. As you may know, data for these students is not entered into STS. Once your documentation is complete and official, send the forms to our office. The Department will continue to scan the paper documentation and load these into OTS. We appreciate your assistance in facilitating this process between the state and your local guidance counselors. Please verify that the number of forms submitted is accurate.

Instructions:

- The form must be completed for each student receiving a Certificate of Achievement.
- Do not alter the form.
- Use only standard, white paper and black ink.
- Print the form, complete it, and have the appropriate school and district officials sign it.
- Forms should be collected at the district level and submitted to the Department as one district package. **Keep the original, and send 1 copy by June 15 to:**

Louisiana Department of Education
Office of Student Opportunities
P.O. Box 94064
Baton Rouge, LA 70804

- j. expectation that the student will not perform well on the LEAP 2025 or other statewide assessments; or
- k. the student's previous need for accommodation(s) to participate in general state or district-wide assessments.

Jump Start Alternate Pathway (L1) graduation requirements are outlined on the next page.

Course Codes for Jump Start Alternate LEAP Connect Pathway.