

POLICY 213: SCHOOL COMPLETION CERTIFICATE

ADMINISTRATIVE PROCEDURES

Where a School Completion/Evergreen Certificate or a transcript of grades is issued, the North Vancouver School District must issue this in accordance with the Ministry of Education “Handbook of Procedures for the Graduation Program” that is in effect at the time the student is entitled to receive that document.

Schools must ensure:

- that any student who is on a School Completion/Evergreen Certificate Program must have an Individual Education Plan (IEP) with modified curriculum and their IEP must meet requirements as outlined in Ministerial Orders, Ministerial Regulations and the School Act.
- that appropriate supports are in place to meet the requirements of the educational program that is developed for the Individual Education Plan.
- that Parents/Guardians and the student have collaborated on the preparation of the Individual Education Plan (IEP) and ongoing assessment of student progress towards IEP goals and decisions related to the School Completion/Evergreen Certificate.
- that progress on the educational program developed for every student shall be assessed and reported on a regular basis.
- that processes for Placement of a Student on a Modified Program have been followed (Schools should refer to the Important Considerations when Modifying an Educational Program Document on the Portal when collaborating with Parents/Guardians and students on modified programming).
- that the student has met the goals of their Individual Education Plan.
- that students receiving a School Completion/Evergreen Certificate are entitled to a Ministry transcript of successfully completed 10-12 courses, both for credit and non-credit, including Ministry-authorized, Board/Authority Authorized and Locally Developed courses (e.g. IEP courses). Transcripts should provide prospective employers and post-secondary institutions with meaningful information concerning the student’s educational program accomplishments, therefore course titles can be customized for every student.

Graduation ceremonies are an important acknowledgement of success in learning and recognition of a student’s accomplishments; schools will collaborate with the student and family to determine if the student is returning for a 13th year and discuss if the student prefers to participate in graduation celebrations in Grade 12, or at the end of Grade 13.

Resources:

https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf