

To: Superintendents and Special Education Directors

From: Dr. Nancy Holsapple, Director of Special Education

Date: April 9, 2020

Subject: Certificate of Completion Updates for Cohort 2020 ONLY

The Indiana Department of Education has made the decision to amend the Certificate of Completion Course of Study requirements due to the COVID-19 virus. Guidance for those local education agencies who are early adopters of the Certificate of Completion Course of Study requirements are as follows for Cohort 2020 only:

Indiana Certificate of Completion Course of Study Effective with the students who enter high school in 2018-19 school year (Class of 2022)	
The Course of Study for the Certificate of Completion is a framework for aligning curriculum to grade level standards while meeting the individual goals and transition needs stated in the student's Individual Education Plan (IEP).	
Minimum total 40 credits/applied units: It is expected that these requirements are met through enrollment in a combination of general education courses for credit, modified general education courses in which non-credit applied units are earned and special education courses in which non-credit applied units are earned.	
English/Language Arts	8 credits/applied units Including a balance of literature, composition, vocabulary, speech/communication
Mathematics	4 credits/applied units Including a balance of number sense, expressions, computation, data analysis, statistics, probability, equations and inequalities and personal finance. Student must take a math or applied math course each year in high school.
Science	4 credits/applied units Including a balance of physical, earth/nature, life, engineering and technology
Social Studies	4 credits/applied units Including a balance of history, civics and government, geography, economics
Physical Education	2 credits/applied units
Health & Wellness	1 credit/applied unit
Employability	10 credits/applied units Job exploration, work- or project-based learning experiences, employability skills (mindsets, self-management, learning strategies, social, workplace), portfolio creation, introduction to post-secondary options
	Investigation into opportunities for enrollment in postsecondary programs, work place readiness training to develop employability and independent living skills and instruction in self-advocacy
Electives	7 credits/applied units
Certificate of Completion Transition Portfolio	
Students earning a certificate of completion fulfill at least one of the following (aligned with transition goals):	
1. Career Credential: Complete an industry-recognized certification, one-year certificate or state-approved alternative	
2. Career Experience: Complete project- or work-based learning experience or part time employment	
3. Work Ethic Certificate: Earn a Work Ethic Certificate (criteria to be locally determined)	
4. Other Work Related Activities: As determined by the case conference committee	
Assumptions:	
1) High Expectations for all students is a shared responsibility.	
2) General Education courses are accessed whenever appropriate to fulfill the Certificate of Completion course of study.	
3) Students' IEP goals are aligned with grade level standards/content connectors that drive curriculum and instruction.	
4) Communication skills, reading skills, and problem solving skills are integrated into all courses.	
5) Courses can be repeated with new goals if appropriate; more than four years may be needed for completion.	
6) All courses are driven by the Transition IEP and individual goals of each student.	
Draft created on 4.27.16; revised 5.18.16; 5.23.16; 5.25.16; 3.31.17; 4.19.17; 4.26.17; 5.16.17; 7.28.17	

School Corporations will have the flexibility to issue a Certificate of Completion to a student based on a combination of:

1. The number of high school credits/applied units earned

PLUS

2. The courses in which the student was enrolled when school was closed due to the Governor's executive order on March 19, 2020.

Additional Clarification/Adjustments:

Employability Skills - It will be a local decision as to whether a student has met the course requirements for this area. This means students may have less than the 10 credits/applied units earned or be enrolled in order to earn their Certificate of Completion. Resources for providing employability skills virtually are available. [This resource document provides both online and paper/pencil activities.](#)

Portfolio requirements are to be amended to have the emphasis placed on student information and employability skills instead of all four components.

The current course and credit/applied unit requirements of the Certificate of Completion remain in place; however, this additional flexibility will ensure that students who were on track to earn a



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DEPARTMENT OF EDUCATION

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Certificate of Completion prior to the closure of schools statewide will still be able to earn their Certificate of Completion on time.

School corporations may offer eLearning or expanded learning, or both, for all students. This includes students who fall short of the course and credit/applied unit requirements, even with this additional flexibility. This can allow students the additional credits/applied units to earn their Certificate of Completion on time.

Please direct all questions to Michelle Oja, moja@doe.in.gov.