**Procedures for Certificates 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

* **The Department will scan the paper documentation and load these into OTS. Nothing will be returned to the district.**

**DOCUMENTATION FOR A CERTIFICATE OF ACHIEVEMENT**

**STATE OF LOUISIANA**

**DEPARTMENT OF EDUCATION**

**STATE-APPROVED SCHOOLS**

**BATON ROUGE, LOUISIANA**

**DATE PROGRAM COMPLETED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Student (Last Name First) | | Exceptionality | | | Date of Birth  (mm/dd/yyyy) | | Age | | Sex | Race |
| Name of School | School System | | Address | | | Zip Code | | Telephone #  ( ) | | |
| 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 my 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 Alternate 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 | | | | | | |