

[Act 303 \(2016\)](#) allows a person no longer enrolled in a public school who was previously identified as a student with a disability and failed to receive a high school diploma, or was denied graduation solely for failing to meet graduation examination requirements, the ability to petition their local school board to determine if s/he is eligible to receive a high school diploma. This guide supports administrators of Local Education Agencies (LEAs) with developing procedures to effectively implement this law and includes information related to appropriate deadlines and procedures outlined in the law. Contact Rebecca.Hanberry@la.gov or call (225) 342-9512 with questions about implementation of Act 303 (2016).

A. District Action Steps

1. Districts should develop a process for receiving and examining former student petitions and decide:
 - a. Which individual(s) is responsible for receiving petitions?
 - b. What is the process for collecting and analyzing records for petitions?
2. Districts should communicate provisions of Act 303 (2016) to the local community using communication methods such as:
 - a. Regional advocacy groups,
 - b. Posting information on district/school websites and social media, or
 - c. Issue press releases
3. Districts should determine eligibility of petitioner to receive a diploma based on the following criteria:
 - a. The petition is a former student that was identified as having a disability as defined in R.S. 17:1942(B), except gifted or talented,
 - b. Petitioner failed to receive a high school diploma or was denied graduation solely for failing to meet the exit examination requirements pursuant to State Board of Elementary and Secondary Education rules, regulations, or policy, and
 - c. Petitioner completed all other requirements of graduation such as earning the required number of Carnegie credits.
4. Districts should print diploma and transcripts using local supply of blank diplomas and locally issued transcripts. (note: do not enter student information into SIS or STS)
5. Districts should submit the following to the designated LDOE personnel:
 - a. Student Count: send the number of diplomas issued to Rebecca.Hanberry@la.gov
 1. Three submission dates: January 30, 2017, July 30, 2017, and January 5, 2018
 - b. Diploma Requests (if needed): send a diploma request form to zoa.bain@la.gov
6. Districts should establish an internal records keeping process for all diplomas and transcripts issued via the provisions of this law.

B. Former Student Action Steps

1. Any former student who believes s/he meets the criteria outlined in Act 303 (2016) should petition the city, parish, or other local public school board, through its designated person, to determine if s/he is eligible to receive a high school diploma by December 31, 2017.

C. Louisiana Department of Education Action Steps

1. The LDOE will send each LEA a data collection form to record diploma counts two weeks prior to each submission date.
2. The LDOE will report number of diplomas issued by LEA by January 31, 2018.