

Los Angeles Unified School District
Division of Adult and Career Education

GUIDELINE NO. 39
July 24, 2007

**SUBJECT: ADULT SIS-GENERATED CERTIFICATES OF COMPLETION AND
VERIFICATION OF COMPETENCY LETTERS**

- I. Introduction
- II. Background
- III. Scope
- IV. Implementation
- V. Procedures

I. INTRODUCTION

This guideline outlines procedures for implementation of the Adult SIS - Generated Certificate of Completion and the Verification of Competency Letter for Career Technical Education (CTE) students in the Division of Adult and Career Education.

II. BACKGROUND

The Adult SIS-generated Certificate of Completion and the Verification of Competency letter are part of a Division-wide effort to provide students who successfully complete CTE courses with standardized acknowledgement and documentation of their achievement and to capture accurate statistical data for program and funding purposes, such as Carl D. Perkins and CalWorks. It is imperative that instructors follow marking procedures for student course completion outlined in Division Guideline No. 30. The new automation feature will provide uniformity across the Division and assure that every CTE course completion is accompanied by a Certificate and Verification of Competency.

III. SCOPE

This procedure applies to all regional occupational centers, skills centers, and community adult schools offering CTE classes. All students who successfully complete a CTE course will receive a Certificate of Completion and a Verification of Competency letter.

IV. IMPLEMENTATION

The Division will pilot the Certificate of Completion and Verification of Competency letter generation process at four locations (an occupational center, a skills center, an adult school, and four selected ROP Center courses). The system shall be implemented Division-wide after the completion of the pilot. Schools will be required to generate Certificates of Completion and Verification of Competency letters for CTE students completing CTE courses by the end of the 2007-2008 school year.

V. PROCEDURES

- A) Every CTE student in the Division of Adult and Career Education who has completed all competencies for a CTE course shall receive an Adult SIS-generated Certificate of Completion and a Verification of Competency letter.
- B) The Certificate of Completion and Verification of Competency letter will be generated by the school's Adult SIS coordinator.
- C) Students are identified as "Completers" (and are flagged for printing a Certificate of Completion and Verification of Competency letter) by the instructor marking "C" in the "Leaver/Completer" column on the Adult SIS attendance roster or the on-line attendance screen.
- D) The SIS coordinator at each school (or ROP Center) will be responsible for generating the Certificate of Completion and Verification of Competency letter.
 - 1. Adult schools, occupational centers and skills centers will print certificates and letters after the attendance has been processed.
 - 2. ROP will print certificates and letters at the end of each term (after the final week's attendance has been processed).
- E) Blank certificates shall be ordered by the schools from the District warehouse (Form #9661221612).

- F) The Certificate of Completion and Verification of Competency letter shall be distributed through the local school office in one of the following ways:
1. Students will be given a "Certificate of Completion Slip" (Attachment A) by the instructor when the student has completed the course and has met all competencies. The student will pick up his/her certificate and letter in the school counseling office or other designated area by presenting the "Certificate of Completion Slip". Certificates of Completion and Verification of Competency letters will be kept on file in alphabetical order for easy access and distribution.
 2. Certificates of Completion and Verification of Competency letters for ROP students will be distributed through the high school career adviser.
 3. The school administration may choose its own method of distribution such as mailing the certificates and letters to the students.

For assistance or questions regarding this Guideline, please call Dominick Cistone, Administrator, at (213) 241-3151. For Adult-SIS technical assistance with printing Certificates of Completion or Verification of Competency letters, call the help desk at (213) 241-4640.

APPROVED:  Santiago Jackson, Assistant Superintendent

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education

SCHOOL NAME
CERTIFICATE OF COMPLETION SLIP

You have successfully completed all competencies of the following course:

DATE:

COURSE NAME:

STUDENT NAME:

STUDENT I.D. NUMBER:

INSTRUCTOR SIGNATURE: _____

You may claim your Certificate of Completion and Verification of Competency letter in the Counseling Office. **Please bring your student identification card for verification.**

SCHOOL NAME
CERTIFICATE OF COMPLETION SLIP

You have successfully completed all competencies of the following course:

DATE:

COURSE NAME:

STUDENT NAME:

STUDENT I.D. NUMBER:

INSTRUCTOR SIGNATURE: _____

You may claim your Certificate of Completion and Verification of Competency letter in the Counseling Office. **Please bring your student identification card for verification.**