



DISTRICT PRACTICE 8350

EVERGREEN SCHOOL COMPLETION CERTIFICATE

DISTRICT PRACTICE:

1. REQUIREMENTS FOR THE GRANTING OF AN EVERGREEN SCHOOL COMPLETION CERTIFICATE

- 1.1 The Board will submit to the Minister the names of students with special needs to be awarded an Evergreen School Completion Certificate who have an individual education plan (IEP) and are enrolled in an educational program that is not designed to meet the requirements for the granting of a Dogwood Graduation Certificate.
- 1.2 To be eligible for an Evergreen School Completion Certificate, a student must meet the following criteria:
 - (a) Completion of the goals of an individual education plan (IEP), which may also include documentation of:
 - Completion of work experience/community service requirements;
 - Completion of physical activity requirements;
 - Completion of graduation transitions exit interview.
 - (b) Completion of a Transition Plan

2. EVALUATION AND ASSESSMENT

- 2.1 The learning outcomes for a student's program will be contained in a student's individual education plan (IEP) under the "annual goal and objectives". The case manager and/or the classroom teacher will develop those learning outcomes for the IEP, and they will be scheduled and reported as individualized locally developed (LD) courses.
- 2.2 Schools must issue marks in a manner consistent with the provincial letter grade order. In some courses, students on school completion programs will be evaluated using standards established for other students. In locally developed courses, marks will be based on appropriate measures of individualized progress.
- 2.3 Schools shall maintain appropriate records in the student information system, including the entering of marks in the transcript and examination system (TRAX) in order to allow the Ministry of Education to prepare an Evergreen School Completion Certificate and a school transcript for authorized signatures and distribution. The transcript should reflect progress on ministry authorized courses and/or locally developed (LD) courses.

[POLICY 8350 BC EVERGREEN COMPLETION CERTIFICATE](#)
[FORM 8350 BC EVERGREEN COMPLETION CERTIFICATE](#)

REFERENCES: [School Act, section 168, 2\(b\)](#), Ministerial Order [M302/04 \(PDF\)](#)

ADOPTED: January 2012

Amended: April 2015, November 2015, December 2013, March 2017, February 8, 2022



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3. ADMINISTRATIVE PROCEDURES

3.1 Schools must ensure:

- (a) That any student who is deemed to be on a program other than one that leads to a Dogwood Graduation Certificate must have an individual education plan (IEP) and that IEP must meet requirements as outlined in ministerial orders, ministerial regulations, and the *School Act*. The IEP must clearly indicate that the program of studies will not lead to a Dogwood Graduation Certificate.
- (b) That appropriate supports are in place to meet the requirements of the educational program that is developed for the IEP.
- (c) That parents and/or guardians and, where appropriate, the student are included in the development and ongoing assessment of the IEP.
- (d) That the educational program will be collaboratively developed with the student and parents, in consultation with School District Learning Services staff, and will be educationally relevant.
- (e) That where an Evergreen program is determined to be the graduation path the family and school team will document this using form 8350. A copy will be kept with the IEP and a copy sent to the Director of Instruction – Learning Services.
- (f) That progress on the educational program developed for every student shall be reported on a regular basis (goal progress reports twice a year).
- (g) That reporting processes are in place to enable the Ministry of Education to issue an Evergreen School Completion Certificate and a student transcript to students who are not on a Dogwood Graduation program.

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