



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** SB-172: The Suspension of CAHSEE as a Graduation Requirement for Classes of 2006-2014

**NUMBER:** REF-6609

**ISSUER:** Cynthia Lim, Executive Director  
Office of Data and Accountability

**DATE:** November 9, 2015

## ROUTING

Local District Administration  
Principals  
Asst. Principals  
School Administrative Assistants

**PURPOSE:** The purpose of this Reference Guide is to outline the process students and schools will follow when students would like to apply for a diploma for graduating classes of 2005-2014 under SB-172.

**MAJOR CHANGES:** This is a new reference guide.

**INSTRUCTIONS:** I. BACKGROUND

SB-172, signed October 7, 2015 by Governor Brown, suspends the administration of the California High School Exit Examination (CAHSEE) and the requirement that students completing grade 12 successfully pass the high school exit examination as a condition of receiving a diploma of graduation from high school for the 2015-16, 2016-17 and the 2017-18 school years. The law also requires local educational agencies (LEAs) to grant a diploma to any student who completed grade twelve in 2004-05 or a subsequent school year, and has met all applicable graduation requirements other than the passage of the high school exit examination. This law will take effect January 1, 2016, at which time school districts are permitted to issue diplomas to eligible students.

## II. PROCESSES TO FOLLOW

Student in graduating classes of 2005-2014 will use a centralized process to apply for their diploma. Applicants are to complete the "Diploma Petition Form," available on line at <http://transcripts.lausd.net>.

Select "Order Student Records, then select the SB172 logo.

There is no fee for this application.



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### III. CENTRAL OFFICE PROCESSING

Once the application has been electronically submitted, the student's courses and requirements will be evaluated based on the graduation requirements as determined by the student's graduating class.

Historically saved student records will be used for the evaluations. If the application is verified as eligible, the applicant will receive a letter indicating they will be receiving 2 copies of their transcripts and a diploma will be ordered.

The SB-172 law indicates diplomas cannot be granted prior to January 1, 2016. The graduation date will display as January 1, 2016. There will be no charge for these documents for the first order.

If the applicant is missing requirements, the applicant will receive a letter indicating the missing requirements needed for a diploma. Student may contact an Adult school for enrollment information to complete the credits.

### IV. DIPLOMAS

Diplomas that will be awarded due to the passage of SB-172 will be ordered and mailed by the Student Records and Data Management Office. Diplomas for classes prior to 2015 which schools may have saved should be destroyed. They are not to be given to students. This does not apply to the class of 2015. Under SB-725, class of 2015 students who did not receive their diploma solely due to not passing CAHSEE, are to receive their diploma via the Local District and school processes.

### V. ATTACHMENTS

The attachments can be photocopied and handed out to students who may have questions about the SB-172 law or where they should apply.

**ASSISTANCE:** For further information on SB-172, Suspension of the California High School Exit Examination please visit [www.cde.ca.gov/ta/tg/hs/cahseesuspendfaq.asp](http://www.cde.ca.gov/ta/tg/hs/cahseesuspendfaq.asp)  
To Apply for a Diploma, visit: <http://transcripts.lausd.net>  
For assistance with Student Records, call the Student Records Center at (323) 224-5950.  
For assistance with additional questions, email [CAHSEE@lausd.net](mailto:CAHSEE@lausd.net) or call (213) 241-8744 or (213) 241-1081.