

# **SCHOOL COMPLETION PORTFOLIO**

## **Guidelines**

The School Completion Certificate is awarded to students who successfully complete the goals of an educational program other than graduation. School District No. 57 has developed a School Completion Portfolio as a requirement for students to qualify for this certificate. The portfolio is designed to allow flexibility in the types of activities that may be included, the evidence or documentation to gather, and the format for final presentation. It includes a brief summary of a student's Individual Education Plan (IEP) and additional sections that more specifically highlight student activities and accomplishments during their senior years in the areas of personal development, elective coursework, and post-school preparation.

## **Completion of Individual Education Plan**

All students working in an educational program other than graduation must have an IEP. Meeting the learning outcomes contained in an IEP is the key requirement for students with special needs to be recommended for a School Completion Certificate. In their IEP evaluation, it is important for teachers to consider that successful completion of an educational program is not intended to imply 100% mastery in all areas, but that a student has made adequate and individually appropriate progress toward goal completion. For students who participate in educational programs where not all the learning outcomes of the student's program are contained in the IEP, the student must also have successfully completed the goals of that educational program. Evaluation criteria rubrics to outline degrees of "successful" completion can be useful guides to ensure that all students are credited for progress made toward their goals.

## **Personal Development Criteria**

The Personal Development section of the portfolio includes learning outcomes that are closely aligned with the requirements of the Graduation Transitions program. They are recommended as appropriate program elements for all students in their preparation to become participating members of the community. Specific student activities related to these criteria can be outlined on the accompanying Personal Development record sheet and marked off by the student or teacher in the portfolio upon completion.

## **Portfolio Development**

The development of a School Completion Portfolio takes place over the course of a student's senior years in school. It can be started as early as Grade 10, but should be started by Grade 11. Portfolio completion will be based on the student's learning through school activities, but can also include related learning experiences in the home or community. The portfolio provides a record of these events. Students and supporting school staff are encouraged to gather and/or record evidence of the skills, knowledge, accomplishments and competencies acquired that can significantly influence the direction a student may follow after high school. Portfolio evidence can be collected and organized in many ways, such as in binders, folders, memory books, electronic files or multimedia format. The portfolio should be reviewed periodically during a student's senior years to collate any materials gathered and to update completed activities.

## **Presentation of the Portfolio**

The portfolio presentation format for students working toward a School Completion Certificate is intended to be flexible and tailored to each student's abilities. The supervising teacher will determine an appropriate presentation method in collaboration with the student, support staff and possibly the family.

There are a number of presentation alternatives that can be considered, including:

- Photo collection
- CD of electronic files
- Journals or student logs
- Powerpoint
- Videos
- Play, dramatization
- Collage
- Portfolio binder
- Portfolio fair
- Posterboard
- Teacher conference
- Oral speech presentation

In preparation for presentation, any materials collected can be sorted and categorized according to their relevance to the IEP goals, Personal Development goals or other related activities recorded in the portfolio. Students may require varying supports to assist with the presentation. The portfolio presentation provides a final reporting out of program activities, and represents an appropriate evaluation method to determine successful program completion.

Teachers should make a copy of the completed portfolio for the student's permanent record file. The original portfolio and all supporting documentation will be given to the student.

## **Awarding the School Completion Certificate**

To receive the School Completion Certificate, the principal, in consultation with teachers, should ensure that a student has met the goals of his or her educational program by reviewing the portfolio. When it is decided that all requirements have been adequately completed, the School Completion Portfolio is then signed by the teacher and the principal.

The school must send the student's educational program completion date, as well as any relevant course completion data to the Ministry of Education. The Ministry produces and sends back a student transcript and a School Completion Certificate for authorized district signatures and delivery to the student.

Further information about issuing the certificate and TRAX reporting requirements for students on a School Completion Certificate Program are available on the Ministry website at [www.bced.gov.bc.ca/graduation/completion/](http://www.bced.gov.bc.ca/graduation/completion/) and outlined in Chapter 4 of *the Handbook of Procedures for the Graduation Program, 2006-2007*.