



## IGC Operational Process Guidelines

Texans Can Academies – IT Business Solutions Department

### COVID-19 IGC Professional Process

#### Step 1: Student Eligibility

- Seniors who were enrolled in the district or charter school during the 2019–2020 school year may graduate via an IGC determination, regardless of the number of EOC exams they still need to pass.
- In accordance with TEC, §28.0258, students must successfully complete the curriculum requirements for high school graduation as identified in Title 19 Texas Administrative Code (TAC), Chapter 74, Subchapter B. Districts and charter schools must determine if a student has met all other graduation requirements under TEC, §28.025(c), including successful completion of all curriculum requirements or an individualized education program.
- A student who is on schedule to complete graduation requirements in Spring 2020 but does not have the opportunity to retake a STAAR EOC assessment prior to graduation is not required to pass that specific test to fulfill graduation requirements but will need to successfully complete the IGC process to be eligible to graduate.
- A student who is on schedule to complete graduation requirements in Spring 2020 and was scheduled to take a required EOC for the first time in Spring 2020 is not required to pass that specific test to fulfill graduation requirements. An IGC is not needed in such circumstances.

#### Step 2: Initial Review and Recommendation for IGC

- Complete the initial review and recommendation for IGC using the form provided in Doc Central.

### Step 3: Notifications

- Notify the parents about student performance of End Of Course Exam using the form provided in Doc Central. Email the form to the parents or students.
- Notify the parents about their participation on IGC using the form provided in Doc Central. Email the notification to the parents or students.
- Upload and Collect signatures required from these forms in Docusign.

### Step 4: The meeting

- Projects for each EOC Course are available in Doc Central as well with the form for the meeting.
- Projects can be shared by teachers in Google Classroom with the students.
- We expect that each campus creates a Google Classroom IGC Class for each subject and add students who are graduating with IGC in those classes. Teachers who are evaluating the projects must have access to these classes.
- The administrator at the campus can use Google Hangouts or Zoom to conduct the meetings with parents and teachers. Encourage the participants to download the Google Classroom or Zoom Application on their mobile device to ensure 100% participation in the meetings.
- See below helpful Links where you can learn about Google Hangouts and Zoom.

#### Google Hangouts (Meet):

- Google Hangouts (Meet): How to use Google Hangouts and create a link for your students to post it in Google Classroom? Watch this video: <https://youtu.be/EHXBgYoSV3A>
- Google Classroom and Google Hangouts (Meet): How to use the applications combined? Watch this video: <https://youtu.be/Msk-XK2W0Jw>
- Google Hangouts for Students: This link will show students how to utilize Google Hangouts; share this video with students, place it in your notes, or create an assignment for students with this video: <https://youtu.be/xjq8SDHnKbY>

#### Zoom:

- Zoom for Teachers: How to utilize it? <https://youtu.be/lh5KGJ3DqvE>

- Zoom for Students: This link will show students how to utilize Zoom; share this video with students, place it in your notes, or create an assignment for students with this video <https://youtu.be/d7xXZxRDFUU>
- Preventing Zoom bombing: READ this article if you are using Zoom: <https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing>

### **Step 5: Decision**

- Complete the final review and recommendation for IGC Form. Find the form in Doc Central.
- Meeting can be conducted using Google Hangouts or Zoom
- Collect all the signatures required by the form from DocuSign.

### **Step 6: Corporate Approval**

- Collect all documents from the different online platform utilized and send an email to [IGC@texanscan.org](mailto:IGC@texanscan.org) for Corporate Approval.

In light of the cancellation of STAAR testing for Spring 2020, required performance on end-of-course (EOC) exams for graduation under Texas Education Code (TEC), §28.025(c) and §39.025(a), are being waived for current seniors who are still working to meet assessment requirements for graduation. Seniors in the 2019–2020 school year who have not yet met assessment requirements for graduation may be eligible to graduate as a result of an individual graduation committee (IGC) review.

TEA is providing the following guidance in order to assist school districts and charter schools in completing IGC reviews for seniors in the 2019–2020 school year.

## Student Eligibility

- Seniors who were enrolled in the district or charter school during the 2019–2020 school year may graduate via an IGC determination, regardless of the number of EOC exams they still need to pass.
- In accordance with TEC, §28.0258, students must successfully complete the curriculum requirements for high school graduation as identified in Title 19 Texas Administrative Code (TAC), Chapter 74, Subchapter B. Districts and charter schools must determine if a student has met all other graduation requirements under TEC, §28.025(c), including successful completion of all curriculum requirements or an individualized education program.
- A student who is on schedule to complete graduation requirements in Spring 2020 but does not have the opportunity to retake a STAAR EOC assessment prior to graduation is not required to pass that specific test to fulfill graduation requirements but will need to successfully complete the IGC process to be eligible to graduate.
- A student who is on schedule to complete graduation requirements in Spring 2020 and was scheduled to take a required EOC for the first time in Spring 2020 is not required to pass that specific test to fulfill graduation requirements. An IGC is not needed in such circumstances.

## Timelines

Initial IGCs—Administrative rules specify that a school district or open-enrollment charter school may not establish an initial IGC for eligible students after June 10.

Graduation Determinations—In accordance with 19 TAC §74.1025(d), an IGC must make a decision to award a diploma no later than August 31 of each school year in order for the student to be included as a graduate in the district or charter school's graduation data in the school year in which the student meets the requirements. Please note that a decision to award a diploma via an IGC determination can be made after this date. In such cases, a student would be reported in the subsequent year's graduation data.

## Committee Composition

19 TAC §74.1025(f) specifies that the IGC must consist of the following:

- the principal or principal's designee;
- the teacher of each course with an associated EOC exam on which the student failed to perform satisfactorily;
- the department chair or lead teacher supervising the teacher of the EOC course; and
- either
  - the student's parent or person standing in parental relation,
  - a designated advocate should the student's parent or person standing in parental relation be unable to serve, or
  - the student (at the student's option) if the student is at least 18 years of age or an emancipated minor.

Please note that administrative rules permit flexibility if the membership specified above is unavailable. Please refer to 19 TAC §74.1025(g) and (h) for more details.

## IGC Planning and Review

The recommended process outlined below is intended to facilitate timely completion of IGCs for seniors in the 2019–2020 school year.

### Step 1: Identify Eligible Students

As quickly as possible, identify current seniors who may be eligible for an IGC. In accordance with TEC, §28.0258(b), districts and charter schools are required to establish an IGC review for eligible students.

#### Recommended Action—

- Task school counselors at each high school with generating a list of all current seniors who are on track to meet curriculum requirements for graduation but who have not yet met assessment requirements for graduation.
- Identify the assessment(s) that each student has not yet passed.
- Identify current contact information for the student and parent/guardian.

### Step 2: Identify Resources for Students

Identify available print and digital instructional resources for each course for which there is a STAAR end-of-course exam, as well as how those resources can be made available to each current senior eligible for an IGC.

#### Recommended Action—

- Review the district instructional continuity plan to identify resources that will be available to students for each course with an associated EOC. Ensure that the resources can be made available to students not actively enrolled in the course.
- For each course, identify supplemental resources and materials, such as print and digital library collections, that might assist the student in completing the IGC project or portfolio.

- Determine how students will access the available resources while school grounds are closed. The district or charter school may wish to prioritize equipment to seniors who are working on an IGC plan.

### Step 3: Develop IGC Plans

Draft a proposed plan for each individual student based on available resources, data/information about student achievement in each course, the number of IGC projects/portfolio the student is required to complete, and other relevant factors.

In accordance with TEC, §28.0258(f)–(h), the IGC plan must require additional remediation *and*—for each course with an associated IGC which the student has not yet passed—

- completion of a project related to the subject area of the course that demonstrates proficiency in the subject area, **or**
- preparation of a portfolio of work samples in the subject area of the course, including work samples from the course that demonstrate proficiency in the subject area.

Additionally, an IGC may consider other criteria, such as attendance, course grades, etc., as outlined in TEC, §28.0258(h).

#### Recommended Action—

- TEC, §28.0258(f)(1) requires additional remediation for each course with an associated EOC that the student has not yet passed. Districts and charter schools are encouraged to identify online resources that can be used to meet this requirement and determine the methods to be used to monitor completion of remediation. To facilitate timely completion of IGCs for 2019–2020 seniors, for this year only, districts will be permitted to count previous remediation in the specified course(s) if the remediation was successfully completed within the last 12 months.
- In developing a plan, educators should tailor it to each individual student. Two students who failed the same EOC may have different project/portfolio requirements based on the skills/concepts in which each individual has not yet met grade-level expectations. To facilitate the IGC process for students who have not yet passed multiple EOCs, the IGC may wish to develop a project/portfolio that allows a student to demonstrate proficiency in the content of more than one course at the same time. For example, the IGC may develop one project that allows a student to demonstrate grade-level expectations in both Algebra I and Biology.
- The IGC may wish to examine data from previous assessments or other sources to determine specific areas of knowledge or skill where the student must still demonstrate satisfactory performance. To expedite IGCs for 2019–2020 seniors, districts will be permitted to focus the required project/portfolio on knowledge and skills in which the student has not yet met expectations for the grade-level. For example, if scores indicate a student has performed satisfactorily on the reading portion of the English I or II EOC, but not on the writing portion, the IGC plan would focus only on writing.
- In developing requirements for the project/portfolio for each course, it is essential that educators take into consideration resources available to students.
- The IGC should encourage the use of prior work products to meet the required project/portfolio for each course to the extent that they are available to the student and the committee. For example, a student who has not yet passed the Biology EOC may wish to use reports and other work products the student created while enrolled in Biology in compiling their project or portfolio.

#### **Step 4: Plan and Conduct IGC Meeting**

Determine logistics and other needs for IGC meetings to ensure they are conducted in a timely and efficient manner.

##### Recommended Action—

- Districts and charter schools should begin holding IGC meetings as soon as possible, especially for students who have failed multiple EOCs and will need remediation and a project/portfolio for multiple subjects. Districts and charter schools may wish to consider prioritizing IGC meetings for these students and staggering IGCs according to the amount of work expected for a student.
- Determine how and when to convene the meeting. There are no restrictions on the format of the meeting. Meetings may be conducted via webinar, audio or video conference, phone call, or in person as long as all required members have access to any necessary technology. Communicate with the student and parent or person standing in parental relation to determine availability for meeting. Schedule meeting(s) at time(s) when all required members may attend.
- Ensure that translators are available if the student's parent or individual standing in parental relation is unable to speak English.
- Establish clear expectations for the IGC requirements, including the project/portfolio. If there is a rubric or other grading policy, it should be shared with the student/parent at the time of the meeting.
- Ensure that adequate time is provided for the student to complete the required IGC plan.

#### **Step 5: Facilitate Completion of IGC Plan**

Provide resources and support to students as they work to complete the required project(s) or portfolio(s).

##### Recommended Action—

- Identify a teacher or other educator to serve as student mentor. The mentor will serve as the primary point of contact for the student as they work to complete the project/portfolio. Mentors should check in with the student regularly to make sure they are on track to complete the remediation and project/portfolio, has appropriate resources to complete the work, and to answer any questions the student may have.
- For students who have multiple projects/portfolios, the IGC may wish to review and evaluate each project/portfolio as it is completed and submitted by the student. Notify the student of the final result of the evaluation.

#### **Step 6: Determine Whether Student Qualifies for Graduation**

Make a final determination regarding graduation for each eligible student. In accordance with TEC, §28.0258(i), a student may graduate and receive a high school diploma only if the student successfully completes all curriculum requirements for graduation and all requirements recommended by the committee and the committee's vote is unanimous.

##### Recommended Action—

- The school counselor or other personnel must determine whether the student successfully completed all credit requirements for graduation.

- The IGC must determine whether the student successfully completed all requirements of the IGC plan. The committee must be convened to make a final determination. Document final committee decisions.
- Follow local policy to award a high school diploma if student qualifies.
- Remember to report in TSDS PEIMS students for whom an IGC was established as well as students who graduated as a result of an IGC determination.

## Resources

TEA Announcement: [Cancellation of STAAR Testing for the Remainder of the School Year](#)

[TEA IGC Frequently Asked Questions](#)

[TEC §28.0258, High School Diploma Awarded on Basis of Individual Graduation Committee Review](#)

[19 TAC Chapter 74, Subchapter B, Graduation Requirements](#)

[19 TAC §74.1025, Individual Graduation Committee Review](#)

Updated as of 3/31/20

**1. If a student is a senior but still must complete one or more EOCs to graduate, will he/she be able to graduate?**

Most students have already completed courses that have corresponding EOC assessments before their senior year. Normally, a student who has not passed up to two of his or her required STAAR EOC assessments may graduate through the individual graduation committee (IGC) process. For students who are still working to meet assessment graduation requirements as seniors in the 2019–2020 school year, required performance on academic assessments to graduate under TEC, §28.025(c) and §39.025(a) is being waived for spring 2020. Effectively, this means that current seniors may graduate through the IGC process regardless of the number of EOC assessments they still need to pass.

**2. If a student is not graduating this year and still has one or more EOCs required to graduate, how will that affect the student's credit in the upcoming year?**

The required performance on academic assessments under TEC, §28.025(c) and §39.025(a) is being waived for spring 2020 only. This means:

- If the student is not graduating and is currently enrolled in an EOC course, the EOC passing requirement will be waived if the student receives credit for that course.
- If the student is not graduating and has an outstanding EOC assessment that they have not passed from a previous year, they will still need to retake and pass that EOC assessment prior to graduation.

**3. What assessments have been cancelled for this school year?**

Academic assessment requirements are suspended for the remainder of the 2019–2020 school year. This includes all STAAR assessments including tests for grades 3–8, End-of-Course (EOC) Assessments, and STAAR Alternate 2 tests.

**4. Will schools and districts be held to federal testing and accountability requirements?**

TEA is working with the United States Department of Education to request waivers from federal testing and accountability requirements for the 2019–2020 school year.

**5. Will the Texas English Language Proficiency Assessment System (TELPAS) and TELPAS Alternate administration window be extended?**

The Texas English Language Proficiency Assessment System (TELPAS) and TELPAS Alternate administration windows are currently open and are being extended to remain open through May 29, 2020, for a district to complete optionally if it chooses. Scoring data will be provided for each TELPAS

domain a student completes. TEA is looking at exit criteria for English learners to determine what adjustments may be made this year for this determination. These discussions are ongoing, and more information will be provided the week of 3/23.

**6. How will the timelines for Interim Assessments be adjusted?**

The second testing window for the [STAAR Interim Assessments](#) is currently open and will continue to be open through May 29, 2020 for districts to use as a resource to monitor student progress. As a reminder, the interim assessments are optional, are available at no cost to districts and charter schools, they are not tied to accountability, and results are not reported to TEA.

**7. Given the absence of STAAR, what other opportunities do I have for progress monitoring?**

The agency is working on additional options that will be useful for local districts. These can complement the tools that local districts have developed or are planning to develop on their own.

**8. STAAR EOC Assessment Guidance (updated with clarifications as of 3/26/20)**

A. For graduating seniors in the 2019–2020 school year, including seniors graduating in summer 2020:

Scenario	Passed all end-of-course (EOC) assessments?	Currently enrolled in one or more courses with corresponding EOC assessment?	Path to Graduation
1	Yes	No, because they took and passed all those courses previously	Districts must ensure the student has met all other graduation requirements under Texas Education Code (TEC), §28.025(c), including successfully completing curriculum requirements or successfully completing an individualized education program.
2	No	Yes, enrolled as of spring 2020 (including students repeating the course due to previously not passing)	The EOC assessment graduation requirement is waived for the course in which the student is currently enrolled if the student earns course credit this school year, including summer 2020. The student will need to complete the individual graduation committee (IGC) process for each of the remaining EOC assessments not passed (regardless of the number), and the district will need to determine if the student has met all other graduation requirements under TEC, §28.025(c), including successfully completing curriculum requirements or successfully completing an individualized education program. If the student does not earn course

			credit this school year (including summer 2020) and has to repeat the course, the student will be required to pass the corresponding EOC assessment to meet assessment graduation requirements.
3	No	No	The student will need to complete the IGC process for each of the remaining EOC assessments not passed (regardless of the number), and the district will need to determine if the student has met all other graduation requirements under TEC, §28.025(c), including successfully completing curriculum requirements or successfully completing an individualized education program.
4	Yes	Yes, because they did not pass course previously but passed EOC assessment	Districts must ensure the student has met all other graduation requirements under TEC, §28.025(c).

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- B. For former students (from previous graduating classes) who have NOT met all their STAAR assessment graduation requirements, regardless of how many assessments they have left to pass:  
(This guidance was updated on 3/30/20 and corrected to clarify the below only applies to the STAAR assessment program. For details on other assessment programs, see question 10.)

Scenario	Passed all EOC assessments?	Currently enrolled in one or more courses with corresponding EOC assessment?	Path to Graduation
1	No	No	The student will need to complete the IGC process for each of the remaining EOC assessments not passed (regardless of the number), and the district will need to determine if the former student has met all other graduation requirements under TEC, §28.025(c).
2	No	Yes	If the student is still enrolled in the district and receiving instruction, then he or she does not fall within this table. Refer to Table A.

C. For students who are enrolled in grade 11 or lower in spring 2020:

Scenario	Passed all EOC assessments?	Currently enrolled in one or more courses with corresponding EOC assessment?	Path to Graduation
1	No	Yes, enrolled as of spring 2020 (including students repeating the course due to previously not passing)	The EOC assessment graduation requirement is waived for the course in which the student is currently enrolled if the student earns course credit this school year, including summer 2020. For these students, the waiver reduces the number of EOC assessments the student must pass to meet assessment graduation requirements. If the student does not earn course credit this school year, including summer 2020, and must repeat the course, the student will be required to pass the corresponding EOC assessment to meet assessment graduation requirements.
2	No	No, because they passed course but did not pass EOC assessment	The student is still required to pass the corresponding EOC assessment to meet assessment graduation requirements and will have future opportunities to meet this requirement (e.g., December 2020 STAAR administration).
3	No	No, has not yet enrolled in a course with corresponding EOC assessment	The student is required to take the corresponding EOC assessment when he or she is completing the course and must pass the assessment to meet graduation requirements.
4	Yes	Yes, did not pass course previously but passed EOC assessment	The student will need to retake the course to earn credit and successfully complete curriculum requirements.

**9. Does EOC assessment guidance apply to students who take STAAR Alternate 2?**

For all students receiving special education services, the admission, review, and dismissal committee will continue to make educational decisions, including graduation decisions and decisions related to required performance on academic assessments.

For all students who were scheduled to be administered a STAAR Alternate 2 EOC assessment in spring 2020, the assessment requirement is being waived. These students are not required to take the specific STAAR Alternate 2 EOC assessment in the future and are not responsible for passing the assessment to fulfill graduation requirements.

**10. Does EOC assessment guidance apply to former students who had TAKS, TAAS or TEAMS testing requirements?**

No, former students who had TAKS, TAAS or TEAMS testing requirements can pursue a Texas high school diploma through a district decision or alternate assessments. More information on these options is available on the TAKS webpage.

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