



# IGC — WHAT TO DO

Understanding  
the requirements

# STUDENT ELIGIBILITY

## 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.

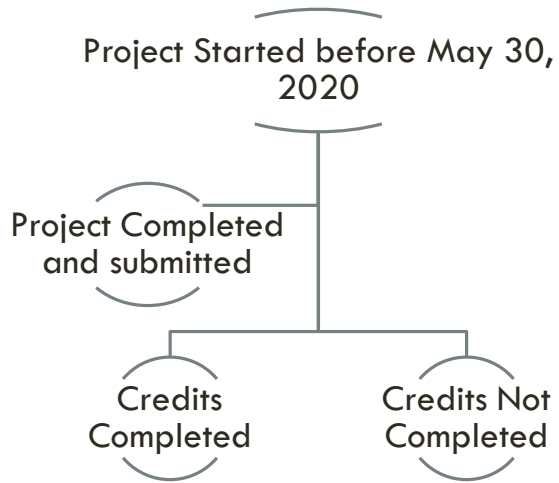
# TIMELINES

## 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.

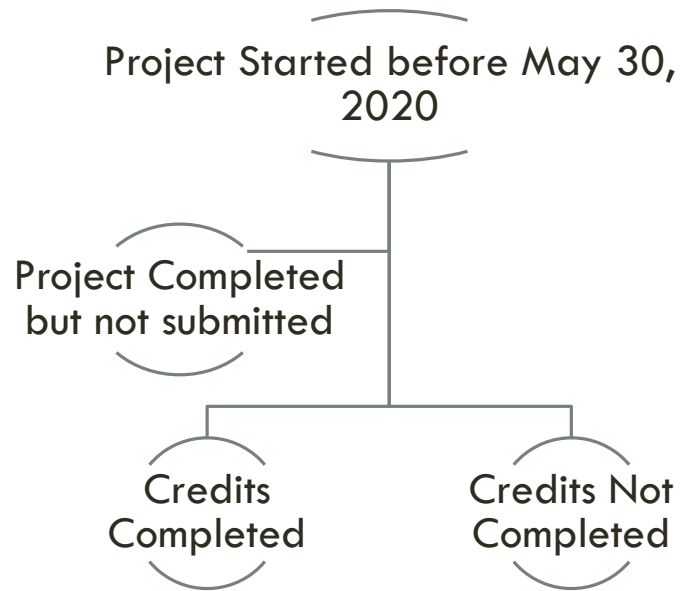
Graduation Determinations—In accordance with 19 TAC §74.1025(d), an IGC must make a decision to award a diploma no later than August 31 of each school year in order for the student to be included as a graduate in the district or charter school's graduation data in the school year in which the student 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.

# STUDENTS THAT STARTED BEFORE MAY 30 - STUDENT COMPLETED THEIR PROJECTS AND SUBMITTED



Credits Completed	Credits Not Completed
DocCentral Documentation was all uploaded in SMS after the last meeting	DocCentral Documentation was all upload in SMS after each meeting
File was submitted by AP for corporate approval	File was submitted by AP for corporate approval
File was approved in IGC tab on SMS	File was approved in IGC tab on SMS
AP completed "Graduation" tab in SMS	<b>Student return to school and enrolled to complete credits in 2020-2021.</b>
Student file was approved for graduation in SMS	<b>Student completed missing credits during the 2020-2021 school year</b>
Student graduated -	<b>AP completed "Graduation" tab in SMS</b>
<b>If you have a student that should have graduated please contact <a href="mailto:compliance@texanscan.org">compliance@texanscan.org</a> and include the student ID.</b>	<b>Once student file is approved in SMS, the student will become eligible for graduation, during the <u>2020-2021 school year</u></b>

# STUDENTS THAT STARTED BEFORE MAY 30 - STUDENT COMPLETED THEIR PROJECTS BUT NOT SUBMITTED ON SMS



Credits Completed	Credits Not Completed
DocCentral Documentation was not be uploaded in SMS after the last meeting	DocCentral Documentation was not upload in SMS after each meeting
File was not submitted by AP for corporate approval	File was not submitted by AP for corporate approval
<b>Meeting must be now held in SMS using ONLY the documents in SMS, with the new dates.</b>	<b>New meetings must now be held using ONLY the documents in SMS, with new dayes</b>
<b>Student will be allowed to use the same project as long as it was agreed upon the IGC committee that is was appropriate.</b>	<b>Student will be allowed to use the same project as long as it was agreed upon the IGC committee that is was appropriate.</b>
<b>Student will be enrolled for a minimum of 5 days, during which the AP will complete the process in SMS.</b>	<b>Student will enroll and complete and missing credits.</b>
<b>Once approved by principal student will be WD as a 98 pending approval of the file.</b>	<b>Once student completes all requirements, the AP will submit the file for approval in SMS.</b>
<b>If you this situation occurred please contact <a href="mailto:compliance@texanscan.org">compliance@texanscan.org</a> and include the student ID.</b>	<b>Once approved by principal student will be WD as a 98 pending approval of the file.</b>

# STUDENTS THAT STARTED BEFORE MAY 30 — PROJECT COMPLETED BUT NO MEETINGS CONDUCTED

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.

**If campuses have no evidence of meetings being conducted, the entire process will start over. The entire process MUST happen in SMS using the documents in SMS exclusively.**

# STUDENTS THAT STARTED BEFORE MAY 30 — PROJECT COMPLETED, ONLY INITIAL MEETING COMPLETED

## Project Completed

1. Documents from initial meeting from DocCentral must be uploaded
2. If project is within the guideline of TEA, the initial meeting must be conducted again using SMS files. The rest of the meeting must be conducted in SMS, as well. All recording must be included, all participants must be present.
3. If project is not acceptable, the entire process will have to begin and documented exclusively using the SMS forms.
4. Once all meetings are completed the “IGC” will be submitted for corporate approval.
5. Once the student completes all credits the AP will submit the file for approval.

# STUDENTS THAT STARTED BEFORE MAY 30 — PROJECT COMPLETED, ALL MEETINGS COMPLETED BUT PROCESS WAS NOT FOLLOWED IN SMS

## If a student completes a project and all meetings are not properly documented

1. New meetings must be conducted using SMS protocol
2. Student will be able to use the IGC project, as long as it is appropriate.
3. Timelines and IGC guidelines must be followed.
4. After new process is complete, AP will submit for corporate approval



# STUDENTS THAT STARTED BEFORE MAY 30 — IGC PROJECT INCORRECT OR INCOMPLETE

Only projects that are  
successfully completed  
can be considered.

If project is not  
considered successful  
the entire process must  
be started and  
completed in SMS.

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.

# STUDENTS THAT STARTED AFTER MAY 30 THRU JUNE 10 COMPLETED PROJECT AND CREDITS NOT COMPLETED

All meeting MUST be conducted utilizing the documents generated in SMS. Process will begin and end in SMS

All meetings MUST be recorded and uploaded in SMS.

File will be submitted by AP for corporate approval

File will be approved in IGC tab on SMS

Student returns to school and enrolled to complete credits in 2020-2021.

Student will continue working on credits, but must graduate within the 2020-2021 school year.

AP completes the "Graduation" tab in SMS

Once student file is approved, the student will be eligible for graduation.

## 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.

**Ensure no initial  
meeting  
could have happened  
after June 10.**

# THE RULES WERE ESTABLISHED FOR GRADUATING SENIORS IN THE CLASS OF 2019-2020

## Student Eligibility

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# Questions?



COMPLIANCE@TEXANSCAN.ORG

01-29-2021