

09-28-2021

Training

Individual Graduation Committee

SB149 amends TEC §28.0258 to allow the use of an Individual Graduation Committee (IGC) for any 12th-grade student who entered 9-11 grade in the 2011-2012 academic year, and thereafter who has failed to comply with the end-of-course assessment instrument performance requirements under TEC §39.025, in not more than two EOC assessments.



IGC@texanscan.org

Where can I find my IGC Project and Process?

Doc Central



- Login
- Click Education
- Expand IGC Tab
- Select The IGC Process Link
- Follow the steps
- For the Projects Select Project Subject Area Link

Where projects can be available for students?

In Person



- Print Projects from Doc Central
- Provide in person or by mail the project to students.

In Schoology



- Create a course for each Subject
- Named IGC- Subject
- Copy IGC Project from Resources
- Invite Students
- Administrator Must have a Zoom Account
- AP of C&I should be in charge of the process.

All IGC Meetings must have a Zoom recording



- Starting on 09/28/ 2021:
- Each meeting MUST have their own Zoom Link
- Zoom will be the official platform used by the district to conduct the Meetings even if the meeting is in Person.
- Ensure that Meeting Link is uploaded in SMS
- Be sure that you record the meeting in the Cloud and upload the recording link in SMS.
- Invite the Conservator to initial and final IGC meetings through Zoom. The conservator needs 5 Business days.

What is an IGC? Facts...

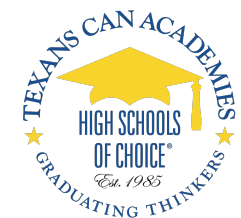
Description

- A student who has failed the EOC assessment **graduation** requirements for no more than two courses may receive a **Texas** high school diploma if the student has qualified to **graduate** by means of an individual **graduation** committee (IGC) determination.
- SB149 amends TEC §28.0258 to allow the use of an Individual Graduation Committee (IGC) for any 12th-grade student who entered 911 grade in the 2011-2012 academic year, and thereafter who has failed to comply with the end-of-course assessment instrument performance requirements under TEC §39.025, in not more than two EOC assessments.
- Covid 19 Exemptions



Facts

- IGC was enacted in 2015 and renewed in 2017 and 2019, Senate Bill 149 established the ability for a school district to grant a student a diploma when testing is the only obstacle.
- This bill expires on September 1, 2023. So all committees must have made their decisions and students graduated before this date.



Getting Prepared

Identify 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.

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

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— o completion of a project related to the subject area of the course that demonstrates proficiency in the subject area, or o 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.

Conduct the Meetings

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

Identifying Students

- Students must have attempted an end-of-course exam twice before becoming eligible to graduate by an IGC in that subject. ([101.3022.\(e\).\(3\)](#))
- Students must have received appropriate intervention and support in accordance with tiered support model and HB4545.
Note: The above point is district policy designed to ensure that remediation is provided before the student becomes eligible for IGC.
- Students must be enrolled in, or entering, 12th grade between the 2014-15 and 2022-23 school years.
- Students receiving special education services are not subject to IGC requirements. ([74.1025.\(n\)](#))
- Before forming an IGC, check to see if the student has scores from SAT, PSAT, ACT, AP, IB, or TSI that meet the requirements for a substitute to end-of-course examination. (see list of qualifying substitute assessments in [Figure:19 TAC §101.4002\(b\)](#)). If the student has achieved a qualifying score, they can use it as a substitute for passing an EOC and do not need to form an IGC for that subject. More information is available under the “Substitute Assessment” heading.
- The school district must form an IGC for all of the students who meet the above criteria. It is not a choice for the district or student (see TAC [§28.0258.\(b\)](#)).

Non Negotiable...

- Students must be at the end of their 11th grade year or enrolled in 12th grade.
- A student may not qualify to graduate under this section before the student's 12th grade year.
- Eligibility is for students intending on graduation between the years 2014-15 through 2022-23.
- The student must retake each EOC exam in which they did not achieve satisfactory performance at least once ([101.3022.\(e\).\(3\)](#)).
- A student is eligible to graduate by IGC as a replacement for no more than two EOC exams. ([101.3022.\(e\)](#))
- To be eligible to graduate and receive a high school diploma under this section, a student must successfully complete the curriculum requirements required for school graduation identified by the State Board of Education under Section [28.025](#).
- A committee must be established for each student who qualifies - it is not a choice of the district or student ([28.0258.\(b\)](#)).
- IGCs must have at least two meetings - an initial meeting to determine the project requirements and a final meeting to review the student's performance.
- The meetings must have all required members in attendance. If the committee decides to accept the student's project for graduation requirements, the decision must be unanimous.
- Student must be actively enrolled. A district can choose to re-enroll a student who qualifies (consider non-membership).
- Student cannot graduate early via IGC.
- If a committee is established for the student and they transfer and diploma is not yet awarded, the other school "shall request information from the student's original individual graduation committee of record and shall implement the original individual graduation committee recommendations to the extent possible".
 - In this scenario, the expectation for quality must align to the rubrics and requirements for Texans Can Academies.
- Committee graduation does not affect the type of diploma which is awarded.
- A SB149 Eligibility Flowchart is included in this document See below



Tiered Intervention Process

Tier I

Upon intake, look at previous scores and schedule appropriately:

Each content area must look at prior year scores and determine the best placement for each student

For example, if a student was not successful in Reading 8, schedule the student in:

Reading 1 for Term 1 and Term 2 and
English I for Term 3 and Term 4.

This gives the student the best opportunity and the most support to pass the EOC exam.

Tiered Intervention Process

Tier II

The student is scheduled or has taken the course, and the student does not pass the EOC. At this point, credit considerations are taken into account.

If the student does not have credit for English I, the student will be scheduled for:

English I for Term 1 and Term 2 and

Student will test in the Fall

English 2 for Term 3 and Term 4

Student will test in the Spring

If the student does have credit for English I and does not have credit for Creative Writing, the student will be scheduled in:

Creative Writing for Term 1 and Term 2 and

English II for Term 3 and Term 4

Tiered Intervention Process

Tier III

Students in Tier III have now taken the course and have now completed 1 support class. The student has now taken and failed the EOC for a second time (or more). With the student not being successful, other considerations must be taken into account:

If the student has credit for English I and Creative Writing, we must examine other factors:

- What year is the student? Cohort?

- Has he taken English II

- Has he taken Technical Writing?

- Has he taken Reading 1 and Read 2?

- Still have English III and English IV to consider;

 - different content but addressing the same strategies/skillsets

If the student has not taken any of these courses, the student will be scheduled appropriately by prioritizing support classes for which they have not already earned credit. These students will also be given data-driven targeted tutoring during Saturday School or daily pull-out sessions based on reporting categories that will begin 4 weeks prior to the testing date.

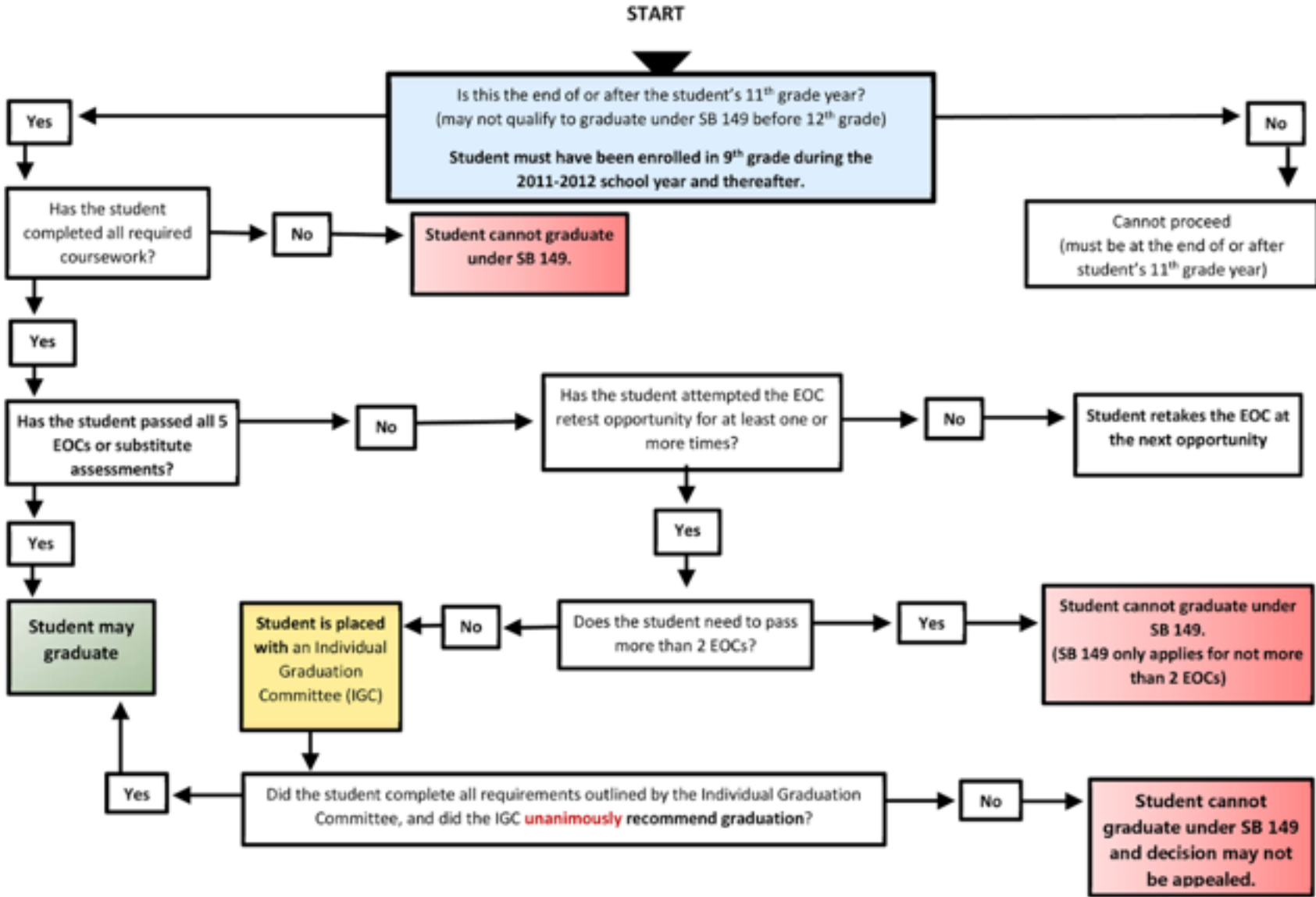
Tiered Intervention Process

Tier IV

The student has now taken the course and all support courses, and has yet to pass the EOC assessment. The student will continue with Tier III interventions regarding targeted tutoring. The student has now taken the exam a minimum of 4 times.

However, if the student has credit for English I, English 2, English 3, and all English 1 and English 2 support classes for state credit, we would then consider the student for IGC if the student meets the qualifications.

GRADUATION ELIGIBILITY FLOWCHART



Questions

1. Are all students eligible to receive an Individual Graduation Committee review?

Only students who are classified in grade 11 or 12 between the 2014-15 and 2022-23 school years who have taken and have failed to achieve the end-of-course (EOC) assessment performance requirements for graduation for not more than two courses are eligible for Individual Graduation Committee (IGC) review. [TEC §28.0258(a) and (l); 19 TAC § 101.3022].

2. Are charter schools required to establish Individual Graduation Committees?

Yes. An open-enrollment charter-school is subject to the requirement to establish an individual graduation committee. [TEC, §12.104(b-2)].

3. Can students who did not qualify for an Individual Graduation Committee Review because they had failed more than two of the required assessments become eligible for an Individual Graduation Committee review by passing one or more of the required assessments?

Yes. If a student who had failed more than two of the required EOC assessments subsequently meets additional assessment requirements either through retesting or by using a substitute assessment, they may become eligible for an Individual Graduation Committee review.

4. Are students who are required to meet TAKS requirements instead of STAAR EOC requirements eligible to receive a diploma based on Individual Graduation Committee review?

No. Eligibility under TEC, §28.0258(a) is specific to students who have taken and have failed to achieve the EOC assessment performance requirements for graduation for not more than two courses. There is no reference to other exit-level assessments in the statute. Former students who are required to meet TAKS requirements may be able to receive a diploma based on a district decision under TEC §28.02541 and 19 TAC §74.1027.



Questions

6. Are students who are classified as three-year early graduates eligible to receive an Individual Graduation Committee review?

A student may not qualify to graduate based on an IGC determination before the student's 12th grade year. In order for a student to be eligible to graduate based on an IGC determination, the student must have satisfactorily completed credit requirements for graduation specified in Chapter 74, must be classified as a 12th grade student, and must have taken all required EOC assessments.

7. Is a transfer student who was exempt from some but not all EOCs eligible to receive a diploma based on Individual Graduation Committee review?

An 11th or 12th grade transfers student is eligible to graduate based on an IGC determination if, of the assessments the student has taken, the student has failed to achieve the EOC assessment performance requirements for graduation for not more than two courses. [TEC, §28.0258(a)].

8. For an eligible English Learner (EL) who does not meet the standard on the English I EOC and who is not required to retest based on the Special Provision for English I EOC, does the failing score on English I count as one of the two EOC assessments that a student can fail and still be considered by the Individual Graduation Committee for graduation?

Yes. An EL student who failed the English I EOC but meets eligibility for the English I Special Provision and therefore is not required to pass English I, is eligible for IGC review if the student attempts all other required EOCs and fails to pass one additional test. The EL would also qualify for an IGC if the student passed the English I EOC assessment but failed to pass two other EOC assessments.



Questions

9. If an EL was eligible for the English I Special Provision and has passed the other four EOC assessments, does that EL now have to receive an IGC review in order to graduate?

No. The qualifying EL student would not receive need an IGC review in order to graduate. An EL student who qualifies for the Special Provision only becomes eligible for IGC review by failing to pass the English I EOC assessment and one other EOC assessment.

10. If an EL was eligible for the English I special provision and passed all but one other test (for example English II) must the student complete remediation and a project or portfolio for both English I and the second assessment the student failed?

Yes. If an EL qualifies to graduate by means of an IGC, the student is required to complete IGC requirements for each course in which the student did not pass the EOC assessment.

11. If a student fails three EOC assessments including Algebra I, but receives a score of proficient on the Texas Success Initiative (TSI) assessment for math, is the student eligible to receive an Individual Graduation Committee review?

Yes. A student who has taken and failed to achieve the EOC assessment performance requirement for Algebra I after two attempts, but who receives a score of proficient on the TSI assessment for math is considered to have satisfied the Algebra I EOC requirement. [TEC, §39.025(a-3); 19 TAC § 101.3022(f)].





- Students under the umbrella of an ARD Committee - these students' decisions are made by the ARDC (no project/portfolio review needed)
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The Committee



- **Principal**
- **Assistant Principal**
- **Academic Advisor / Counselor**
- **Content Area Teacher(s):** The teacher of the course for which the student did not pass the EOC assessment; if this teacher is not available, the principal may designate a teacher certified in the subject area who is most familiar with the student's performance in the subject area;
- **Department Chair/Lead Teacher:** the department chair or lead teacher supervising the teacher of the course; if this individual is unavailable, the principal may designate an experienced teacher certified in the subject who is familiar with the content of and instructional practices for the applicable course;
- **A parent or Parental Relation** (Translator if required)
- **Student**
- **Grader**
- **Other**
as applicable, the student's parent or guardian; a designated advocate; or the student, at the student's option, if the student is at least 18 years old or is an emancipated minor. [TEC, §28.0258(b)].

The Committee



Obligations

- received training and will follow guidance on the appropriate Remediation Process for the IGC with fidelity.
- read the Texans Can Academies Individual Graduation Committee Guidelines.
- understand all facts about security and confidentiality of state assessments which includes the Individual Graduation Committee projects/portfolios.
- obligation to report any suspected violations of test security, including plagiarism in the projects, to the conservator

The Committee



Factors to Consider

- Recommendation of the teacher for the EOC course(s) test not passed
- Student's grade in the relevant EOC course(s)
- The student's score on each administration of the EOC exam(s).
- The student's performance on the assigned project/portfolio
- The number of hours remediation the student has attended
- Attendance rate
- TSI exam performance as satisfactory for "college readiness"
- Any successful completion of AP, Pre-AP or IB courses in English, math, science, social studies
- Rating of Advanced High on TELPAS (as relevant)
- 50+ on CLEP exam
- ACT, SAT or ASVAB exam scores
- Completion of CTE courses required for a certification or industry credential
- Student's overall preparedness for post-secondary success
- Any other factors as designated by board of trustees for district

The Committee

A student is qualified to graduate on the basis of an IGC decision only if the student:

Credit Requirements Successfully completes the credit requirements for the foundation high school program identified by the State Board of Education or as otherwise provided by the transition plan adopted by the commissioner in 19 TAC, §74.1021,

Additional Requirements The student successfully completes all additional requirements recommended by the IGC, and

Committee's Vote The committee's vote is unanimous.

Teacher Recommendation The recommendation of the student's teacher in each course for which the student failed to perform satisfactorily on an EOC assessment;

Grade The student's grade in each course for which the student failed to perform satisfactorily on an EOC assessment;

Test Scores The student's score on each EOC assessment on which the student failed to perform satisfactorily;

Performance Additional Requirements The student's performance on any additional requirements recommended by the committee;

Hours of Remediations The number of hours of remediation that the student has attended, including attendance in a college preparatory course, if applicable, or attendance in and successful completion of a transitional college course in reading or mathematics;



Attendance Rate	The student's school attendance rate;
TSI	The student's satisfaction of any of the Texas Success Initiative (TSI) college readiness benchmarks prescribed by the Texas Higher Education Coordinating Board;
Dual Credits	The student's successful completion of a dual credit course in English, mathematics, science, or social studies;
AP Classes	The student's successful completion of a high school pre-Advanced Placement (AP), AP, or International Baccalaureate program course in English, mathematics, science, or social studies;
TELPAS	The student's rating of advanced high on the most recent high school administration of the Texas English Language Proficiency Assessment System (TELPAS);
CLEP	The student's score of 50 or greater on a College-Level Examination Program (CLEP) examination;
ACT, SAT ASVAB	The student's score on the ACT, SAT, or Armed Services Vocational Aptitude Battery (ASVAB) test;
CATE Sequence	The student's completion of a sequence of courses under a career and technical education program required to attain an industry-recognized credential or certificate; • the student's overall preparedness for postsecondary success; and • any other academic information designated for consideration by the board of trustees of the school district or charter.

1 If the Individual Graduation Committee determines that a student is qualified to graduate, will the student be eligible to graduate with an endorsement?

Yes. If a student completes all of the credit requirements, the student is eligible to graduate with an endorsement. To earn an endorsement a student must demonstrate proficiency in the credit requirements for the foundation high school program, a fourth credit in mathematics, a fourth credit in science, and two additional elective credits for a total of 26 credits. As part of the 26 credits a student must complete a coherent sequence of courses for the endorsement. [19 TAC, §74.13].

2. If the Individual Graduation Committee determines that a student is qualified to graduate, will the student be eligible to graduate with the distinguished level of achievement?

Yes. If a student completes all of the credit requirements, the student is eligible to graduate with the distinguished level of achievement. To earn the distinguished level of achievement a student must demonstrate proficiency in the credit requirements for the foundation high school program, earn at least one endorsement, and successfully complete Algebra II as one of the four mathematics credit requirements. [19 TAC, §74.11(e)].

3. If an Individual Graduation Committee determines that a student is qualified to graduate, will the student graduate under their original graduation program, or does the decision default a student to a lower or different graduation program?

The coursework that a student completes determines the graduation program that the student graduates under. Graduation based on an IGC determination does not change the graduation program for the student.

If the Individual Graduation Committee determines that a student is qualified to graduate, will the student he/she be eligible to graduate with performance acknowledgements?

Yes. If a student completes all of the requirements for a performance acknowledgment outlined in 19 TAC §74.14, the student is eligible to graduate with the performance acknowledgment.

6. Do the reporting requirements identified in TEC, §28.0259 apply to charter schools?

Yes. TEC §28.0259 requires reporting through PEIMS and TEC, §12.104(b)(2)(A) requires charters to comply with PEIMS requirements.

7. How should EOC performance be documented on the AAR if a student failed an EOC but has been permitted to graduate based on IGC review and decision?

For each instance in which the student has failed to achieve the EOC assessment performance requirements, the AAR should reflect a “Did Not Meet Grade Level” performance.

8. Should any additional information be included on the AAR to indicate that the student graduated based on IGC review and decision?

No. However, the district or open-enrollment charter school must maintain separate documentation of the IGC review and decision.

Timelines

October 1-October 8, All IGC Participants MUST be trained (i.e. Teachers, Counselors, Coaches, Registrars) IGC Campus Committee Members selected and trained; IGC members review project criteria, (Continuous process with open enrollment for IGC eligible 12th grade students)

October 12-October 16, IGC Potential Students Identified and List submitted to district staff (C/I)

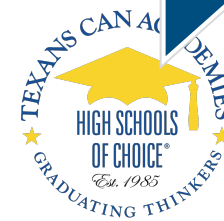
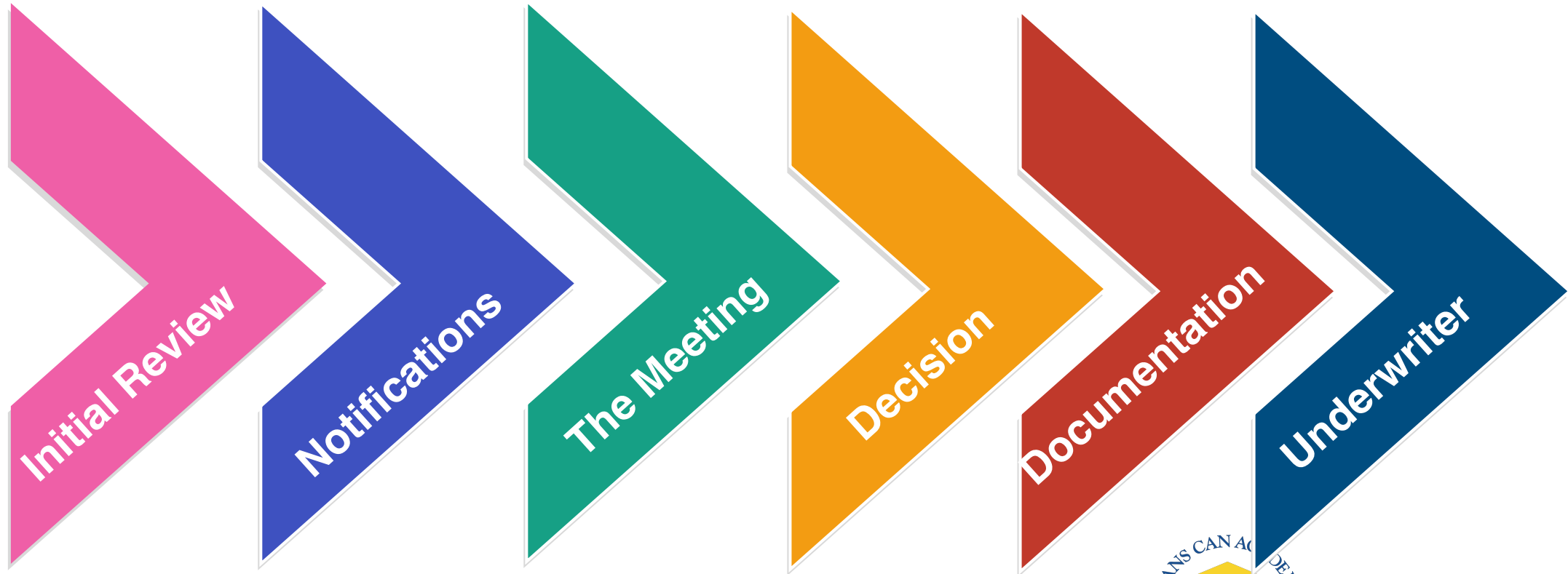
October 19-November 5, Initial IGC Meetings begin

October 19-January 11, Remediation (Optional for after school or Saturday school remediation)

November 6, – IGC Oaths are due to District Testing Coordinator by 4pm and all Potential IGC candidates are coded in PEIMS (PEIMS Code 1= Potential Candidate PEIMS Code 2= after completion of IGC process)

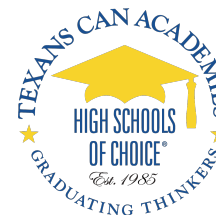
January 12- January 31st, Final IGC meetings must be held prior to submitting graduation documents in SMS for Winter Graduation. If the student does not complete the project by this time, still the final meeting must be held, documentation explaining the reason of not completion must be uploaded in the final meeting and the process will start over again, student can utilize the same project but all the meetings need to be reschedule.

The Process



Initial Review

- Complete the initial review and recommendation for IGC Form.
- It is imperative that student is in 11th or 12th grade in e-School in order to start this process. IGC won't be accepted by Graduation Underwriters if the student become as 11th or 12th grade after the IGC process started.
- No initial IGC can be established after June 10th or before the start of the next school year.
- For the student to count as a graduate in district data that year, a decision **MUST** be made before the end of TERM I. All students who graduate afterward will be reported in subsequent year's data. If the student does not complete the project at the end of TERM I, The student must be enroll in School and start the process under the new regulations.



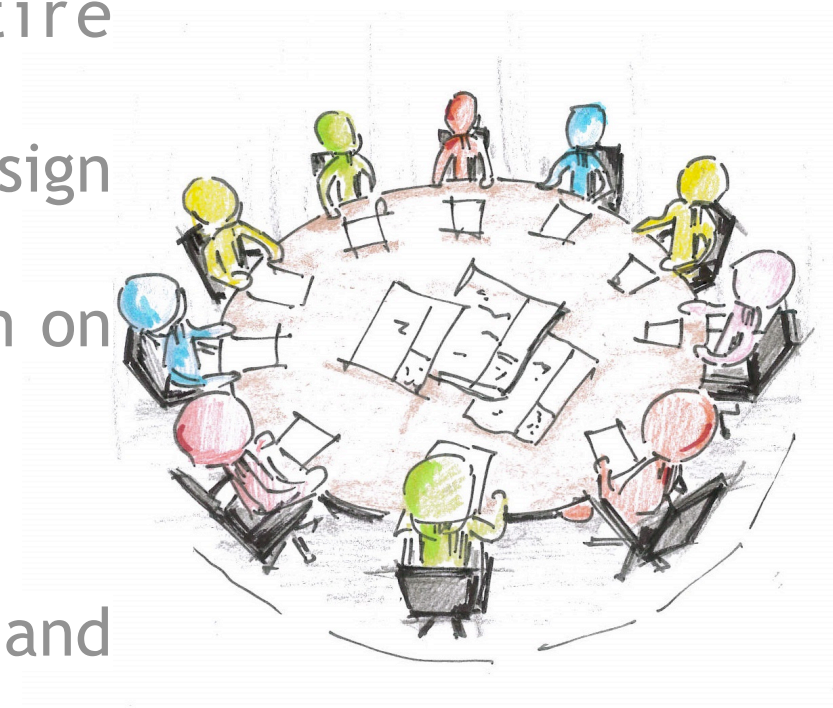
Notifications

- Notify the parents about student performance of End Of Course Exam.
- Notify the parents about their participation on IGC Meeting.
- Notifications *MUST* be Signed before the meeting
- Notification dated after the initial meeting can not be used
- Forms



The Meeting

- Reviews the factors and assigns the student: (1) remediation and (2) the project portfolio to show proficiency in the entire course for the EOC
- If the student has two EOCs, they will assign these things for both tests/courses
- Ensure you complete the Initial IGC Form on this step too.
- Translator Available in case needed.
- Projects Overview
- Everyone **MUST** attend it is a meeting and show their face in a virtual meeting.
- Record the meeting
- **Signatures dates must match the day of the meeting.**



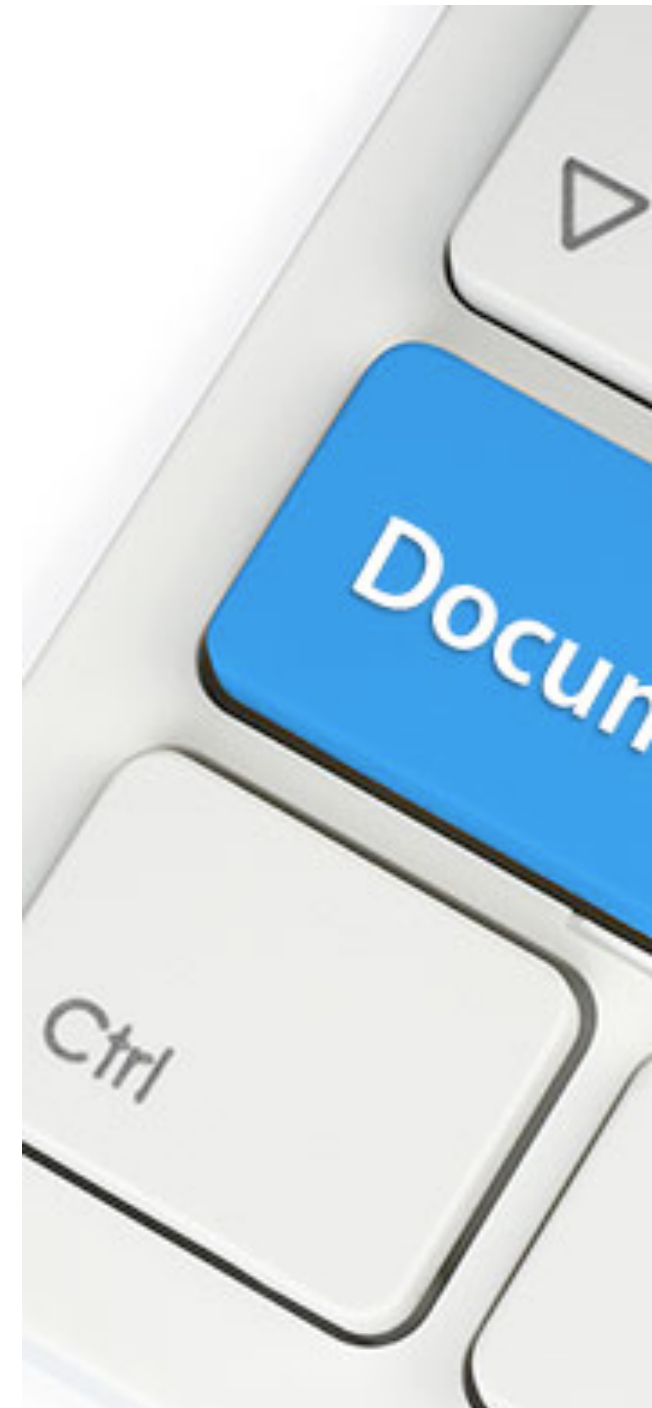
The Decision

- After reviewing the considerations, the IGC may determine the student is qualified to graduate.
- Student must complete the requirements set out by IGC and they must deem the work as satisfactory.
- The decision must be unanimous. (If not a unanimous then the diploma cannot be awarded via IGC.)
- The decision is final and may not be appealed.
- Review graduation qualifications and factor to consider of this document to answer any questions that you may have in regards of making IGC Decisions.



Documentation

- Ensure that students is marked in e-School as an IGC Graduated. Your campus registrar can enter this information.
- Parent Notifications Meeting Minutes including signatures, IGC decision form must be uploaded in SMS.
- All Original documents including students completed work and remediation attendance must be filed and remain in campus for 5 years after student graduation.



Initial Review:

- Uploading the correct testing documentation.
- Scores MUST match.
- Most recent Testing Document.
- Once the student is inactive this process can not be started.
- Out State (Upload the Original transcript from the previous district)

Setting Initial Meeting

- Parent Notification Confirmation SENT before the day of the meeting
- All Committee Participants needs Texans Can email address
- Conservators MUST be Invited (All Conservators)
- MUST uploaded Signed Notification Parent Letter or add Comments in the note.



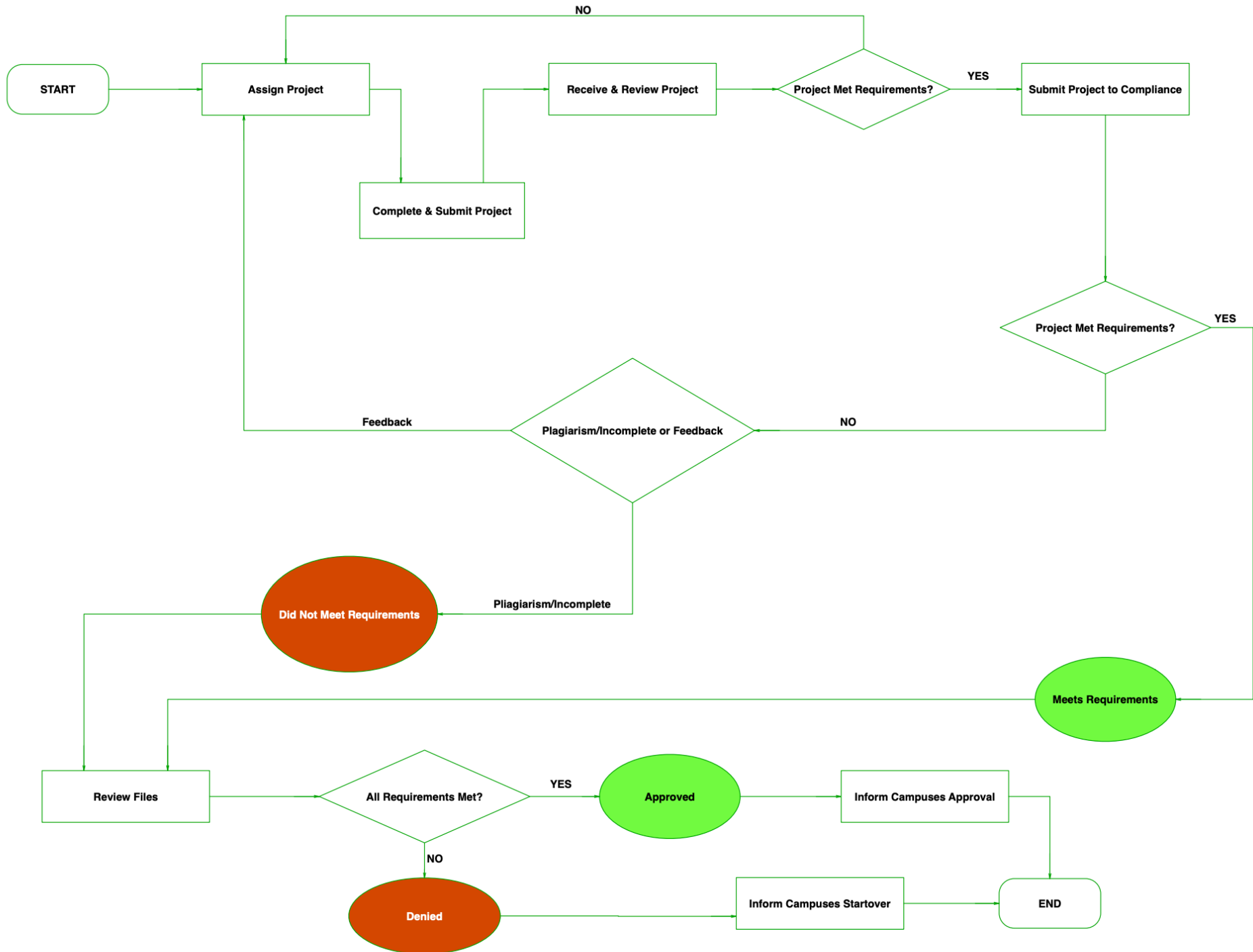
Initial Review:

- Date of First Attempt MUST be before date of Second Attempt, it must be different dates
- Testing History Document MUST Be uploaded
- The data of the INITIAL meeting MUST match with the dated signed. - 24hrs Window
- Signatures from Initial meeting must match with signatures in the final meetings.
- Use the notes to clarify any changes

Final Review:

- Date of final meeting in SMS MUST match the date final meeting is held and signatures MUST be collected in a period of a 24hrs.
- The question “has the students completed all course requirements? MUST be answer YES for the final meeting. How to obtain this yes? Complete Section 3A-F under graduations requirements.
- Signatures from Initial meeting must match with signatures in the final meetings.





IGC Project Review Process Description

- I. Once projects have been completed at the campus level, the project will be submitted to compliance for review.
- II. The compliance team will assign and submit each project to 3 independent reviewers.
- III. The three independent reviewers will have 72 hours to review the quality of the project utilizing the same rubric assigned to the project at the campus level.
- IV. Each independent reviewer will assess the quality of the work against the rubric and issue a score.
 - a. The following scenarios are applicable:
 - i. A project that contains plagiarism or an incomplete section will automatically earn a “Did Not Meet Requirements: Incomplete” or “Did Not Meet Requirements: Plagiarism” and the project will not be given an opportunity for resubmission. A reviewer that finds plagiarism must notify compliance and specify the area of plagiarism in order for this to be confirmed by at least one of the remaining reviewers. Two reviewers must agree as a majority rule concerning issues of plagiarism.
 - ii. At least 2 of the 3 evaluators must issue a “Meets Requirement” rating in order for the project to be given an overall “Meets Requirement” designation. By meeting this 2 reviewer standard, the campus will then receive a single communication from compliance stating “Meets Requirements”.
 - iii. At least 2 evaluators must issue a “Did Not Meet Requirement” rating in order for the project to be given a “Did Not Meet Requirement” designation. In this case, the independent

reviewers will meet, synthesize their individual feedback, and create a “feedback summary” that will be given to the campus. These projects will be sent back to the campus with the corresponding “feedback summary”, and the student will have 7 calendar days to resubmit the project.

1. After receiving a “Did Not Meet Requirement” designation, the project will ONLY have one opportunity to be resubmitted.

2. The project will then be given a “Resubmission” header to designate that this is NOT an initial submission and to inform the reviewers of this fact when the IGC is resubmitted.

iv. Upon resubmission, compliance will assign the project to the three independent reviewers and follow the same review process but will have a “Resubmission” header with the “feedback summary” attached to the submission when sent to the district reviewers.

1. However, the review of the project at this point will serve as the FINAL rating.

a. The same process for i and ii will be followed.

However, IGC projects that are evaluated under iii will NOT have the resubmission option. The projects that have two reviewers labeling the project as “Did Not Meet Requirements” will be given a different designation by compliance. Compliance will issue a label stating “Did Not Meet: Final Resubmission Rating” and the IGC project will be deemed as not meeting the minimum requirements.



ANY QUESTIONS?

IGC@texanscan.org