

Graduation Checklist

- **Notification of Graduation- (Required 1 year prior to Graduation)** in EmbraceIEP. Use the “Parent/Guardian Notification of Conference” form. Check the “Graduation” box as a purpose of the IEP meeting. It is recommended that the discussion of graduation be documented on the “Additional Notes/Information” page. Be sure to check off the Purpose of the meeting as “Graduation” also on the “Conference Summary Report” in EmbraceIEP. Also, note the “Anticipated Date of HS Graduation” on “Student Information” section. Inform both the parent and the student by written notification that eligibility for public school special education day services ends following the granting of a diploma. The parent or student may request an IEP meeting to review the recommendation that the student receive a regular diploma.

- **Summary of Performance (Required 1 semester prior to graduation)** in EmbraceIEP. It is recommended that the teacher, student, and parent/guardian complete the form together.

- **SOP Post School Data (Required)** in EmbraceIEP. Complete (1) semester prior to graduation. Teacher and student complete form together