

The School Completion “Evergreen” Certificate recognizes the achievement for students with special needs who have succeeded in meeting the goals and objectives of their individual educational programme.

Before a student is placed on a School Completion Programme, the school will conduct a robust and comprehensive process that includes parent(s) / guardian(s) consultation to ensure the appropriateness of the programme. Through this process, parents/guardians will be made aware that the student will earn a School Completion (Evergreen) Certificate rather than receiving a Certificate of Graduation (Dogwood Diploma).

### **REGULATIONS**

1. Any student who is on a programme, other than one that leads to graduation, must have an Individual Education Plan (IEP). The IEP will clearly indicate that the program of studies will lead to an Evergreen School Completion Certificate and will not lead to a Certificate of Graduation (Dogwood Diploma).
2. When a student is being considered for a School Completion Certificate, the process will include a meeting with participation from, at minimum, the appropriate teachers, school administrator, and the parent(s) / guardian(s) of the student. Placement of a student on a School Completion Certificate will be confirmed by the completion of the form “School Completion Certificate Program”. (Appendix A)
3. To be eligible to receive a Ministry of Education issued Evergreen Certificate, students must meet the following criteria:
  - a) Individual Education Plan  
Completion of the goals and objectives of their Individual Education Plan that includes goals in all the following areas:
    - Individualized / functional academics
    - Life skills
    - Employability skills
    - Personal health
  - b) Transition Plan  
Completion of a transition plan modeled on the Ministry defined [Transition Plan](#) including:
    - An outline of options that have been considered for post-secondary and career.
    - Consultation with parents/guardians and applicable available agencies.
    - A description of the role of work, leisure, health family and support networks in building the transition plan.
  - c) Work Experience / Community Service  
Completion of up to thirty hours of work or volunteer experience
    - The experience could be in school supported work experience in the community or independent work experience.
    - The experience is to be documented with letters of reference and other documents and evidence as appropriate.

Appendix A



**PARENT ACKNOWLEDGEMENT OF SCHOOL COMPLETION  
(EVERGREEN) CERTIFICATE**

Student: \_\_\_\_\_

PEN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. I understand from the principal (or designate) that my child has been given the Ministry category of \_\_\_\_\_
2. I understand that all documentation supporting this classification is located in the student file.
3. I understand that the School Based Team, will involve parent(s) and, where possible my child, in the development of an Individual Education Plan (IEP).
4. I understand that my child's programme of studies is:  
 Adapted  
 Modified
5. I have had explained, and understand, that my child is scheduled to receive a School Completion Certificate.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal Signature

\_\_\_\_\_  
Date