Prepare to Certify and Discharge January 2024 Graduates

To prepare for January graduation, high school principals or their designee(s) must review the Senior Certification Guide for High School Graduation, which outlines the steps principals or designees must take to certify and discharge January graduates, using the GRDT function in ATS (note that DOE wiki pages are accessible through the DOE network or the virtual desktop). Additionally note that the GRDT open and close dates, as well as batching dates, will be shared in an upcoming edition of Principals Digest. The Senior Certification Guide for High School Graduation includes specific tasks and templates to support you and your school staff with the certification process; these templates are available as an editable spreadsheet (under the graduation requirements section).

Schools must also inform the parents/guardians of graduating students about their right to decline Regents exam waivers as a result of Regents administration cancellations. The letter to parents/guardians informing families of this right, which includes translations, can be found on the Regents Exam Waivers wiki page. Families must be notified of this right by December 15 and are required to inform schools of their decision by January 12.

Schools must not graduate students whose IEP (Individualized Education Program) indicates an intention to return in the fall for a fifth or sixth year until a decision has been received from the parent. For all other students (including students with IEPs who are not planning to return in the fall for a fifth or sixth year), if the parent does not reply with a preference to decline, the Regents waivers on the student’s transcript may be applied toward graduation requirements.

For questions, contact your academic policy, performance, and assessment lead (DOE login required).