

From:

Caregiver/Guardian/Advocate
CASA/Educational Decision-Maker's Name

Address

Contact Information

To:

Principal's Name

School Name

School Address

Request For Credit Assessment and Graduation Plan

Date: _____

Student's Name: _____

Date of Birth: _____

Student ID No. (if known) _____

Dear _____ (Principal, Solicitor, and/or Superintendent),

I am writing to notify you that _____ (student's first name) is eligible for protection under [Act 1 of 2022](#), which requires schools to ensure equitable access to school and timely graduation for students K- 12 who have experienced "education instability" due to homelessness, foster care, involvement in the delinquency system or court-ordered placement.

I specifically request that this student receive a credit assessment and an individualized student-specific Graduation Plan in accordance with the law. This is currently in _____ grade and attending _____ (school) in _____ (school district).

_____ (student's first name) needs the support of the Point of Contact, as required by Act 1, to make sure that all credits have been verified and that a student-specific Graduation Plan has been created.

If known, the student's Point of Contact is _____.

No POC has been assigned to this student. Therefore, I request that a Point of Contact be assigned

Under [Act 1](#), school entities are required to review, assess, and recognize both full and partial credits earned for courses taken at prior schools. Act 1 explicitly requires that when a course appears on a transcript or other school record, the receiving school entity must award full or partial credits to the student in accordance with its local policies. It is also recommended that the school entity take an expansive view of awarding credit and apply alternative methods to permit the student to demonstrate competency.

[In this case, it appears that the following courses from the student's records may not have been properly assessed: _____, _____, _____.]

Please see the attached Factsheet and letter issued by the Pennsylvania Department of Education regarding Act 1 for more information. Schools are encouraged to exercise flexibility as to how credits are recognized to support students' ability to graduate on time.

In addition, I ask that the assigned Point of Contact develop a Graduation Plan for this student. A student-specific Graduation Plan outlines the courses necessary for the student to graduate high school on time and successfully transition to postsecondary education and/or the workforce. The student and student's educational decision maker along with the POC should develop the Graduation Plan.

Please acknowledge receipt of this letter in writing. I greatly appreciate your prompt attention to this matter. Please contact me if you have any questions about this request.

Sincerely,

Caregiver/Guardian/Advocate/CASA/Educational-Decision Maker

Phone Number: _____ Email: _____