**To**: _____
Name of Principal at School Last Attended

_____
Name of School Student Last Attended

_____
School Address

### Request for Act 1 Graduation Support Retroactive School Year 2021-2022

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 support under Act 1 of 2022,[1] 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.

_____ (student's first name) last attended _____ (school) in _____ (school district) during the 2021-2022 school year. Under Act 1, this student was entitled to receive a Point of Contact and other support to assist them to graduate.

Last year, this student was:     [*Select one of the following*]

☐ **Recognized as Eligible** during the 2021-2022 school year **and**:

> ☐ A Point of Contact has already been assigned to work with this student. I request that _____ (Point of Contact's name) work with _____ (student's first name) to identify a pathway to graduation, which will be retroactive to the 2021-2022 school year.
>
> OR
>
> ☐ A Point of Contact HAS NOT has been assigned to this student. Therefore, I request that a Point of Contact be assigned. This person should work with this student to identify a pathway to graduation retroactive to the 2021-2022 school year.

☐ **Not Yet Recognized as Eligible:** The school failed to recognize this student as eligible for the protections of Act 1 during the 2021-2022 school year. I am able to confirm that _____ (student's first name) is eligible and ask that a Point of Contact be assigned immediately to work with this student to identify a pathway to graduation retroactive to the 2021-2022 school year.

As you know, the Act 1 Point of Contact must *create a student-specific individualized Graduation Plan* to ensure on-time graduation. **Act 1 permits eligible students who attended school during the 2021-2022 school year but were not afforded a pathway to timely graduation to be graduated during the 2022-2023 school year** *without attending school or completing additional requirements*. In such cases, a student's diploma should be retroactively dated to the 2021-2022 school year. Schools are encouraged to exercise flexibility as to how credits are recognized to support students' ability to graduate on time, in accordance with Pennsylvania Department of Education's Act 1 guidance.

In determining a pathway to on-time graduation, *the Point of Contact must follow the following process to determine how a student may be able to graduate:*

- o **School Last Attended During the 2021-2022 School Year:** The Point of Contact must first determine if a student qualifies to graduate from the school they last attended after considering all full and partial credits earned in prior schools and options for a student to demonstrate proficiency in coursework. If possible, the student should be graduated from this school.
- o **Prior School**: If graduating from the school they last attended is not possible, the Point of Contact can request a diploma from a school the student previously attended if the student meets that school's graduation requirements.
- o **State-issued Keystone Diploma:** As a last resort, if a student cannot graduate from the school they last attended or a previous school and the student meets statewide graduation requirements under Act 158, the Point of Contact should support the student in applying for a state-issued Keystone Diploma.

Because this student was denied a pathway to on-time graduation last year as required by Act 1, I hereby request that _____ (student's first name) be immediately afforded a pathway to graduation and that the school's Act 1 Point of Contact reach out to me to facilitate connecting with this student.

Please acknowledge receipt of this letter via the email address provided below. I greatly appreciate your prompt attention to this matter.

Sincerely,

_____
[Youth/Parent/Caregiver/Guardian/Educational-Decision Maker/CASA/Caseworker/Advocate]

Relationship to Student:_____

Phone Number: _____ Email: _____
Additional Contact Information: _____

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[1] *See* 24 P.S. § 13-1331.1; Basic Education Circular, *Act 1 of 2022 - Assisting Students Experiencing Education Instability,* https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/Act1of2022AssistingStudentsExperiencingEducationInstability--.aspx