

In light of the cancellation of STAAR testing for Spring 2020, required performance on end-of-course (EOC) exams for graduation under Texas Education Code (TEC), §28.025(c) and §39.025(a), are being waived for current seniors who are still working to meet assessment requirements for graduation. Seniors in the 2019–2020 school year who have not yet met assessment requirements for graduation may be eligible to graduate as a result of an individual graduation committee (IGC) review.

TEA is providing the following guidance in order to assist school districts and charter schools in completing IGC reviews for seniors in the 2019–2020 school year.

## Guidance on Individual Graduation Committees and FAQ: Section Topics

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### Student Eligibility

- Seniors who were enrolled in the district or charter school during the 2019–2020 school year may graduate via an IGC determination, regardless of the number of EOC exams they still need to pass.
- In accordance with TEC, §28.0258, students must successfully complete the curriculum requirements for high school graduation as identified in Title 19 Texas Administrative Code (TAC), Chapter 74, Subchapter B. Districts and charter schools must determine if a student has met all other graduation requirements under TEC, §28.025(c), including successful completion of all curriculum requirements or an individualized education program.
- A student who is on schedule to complete graduation requirements in Spring 2020 but does not have the opportunity to retake a STAAR EOC assessment prior to graduation is not required to pass that specific test to fulfill graduation requirements but will need to successfully complete the IGC process to be eligible to graduate.
- A student who is on schedule to complete graduation requirements in Spring 2020 and was scheduled to take a required EOC for the first time in Spring 2020 is not required to pass that specific test to fulfill graduation requirements. An IGC is not needed in such circumstances.

## Timelines

Initial IGCs—Administrative rules specify that a school district or open-enrollment charter school may not establish an initial IGC for eligible students after June 10.

Graduation Determinations—In accordance with 19 TAC §74.1025(d), an IGC must make a decision to award a diploma no later than August 31 of each school year in order for the student to be included as a graduate in the district or charter school's graduation data in the school year in which the student meets the requirements. Please note that a decision to award a diploma via an IGC determination can be made after this date. In such cases, a student would be reported in the subsequent year's graduation data.

## Committee Composition

19 TAC §74.1025(f) specifies that the IGC must consist of the following:

- the principal or principal's designee;
- the teacher of each course with an associated EOC exam on which the student failed to perform satisfactorily;
- the department chair or lead teacher supervising the teacher of the EOC course; and
- either
  - the student's parent or person standing in parental relation,
  - a designated advocate should the student's parent or person standing in parental relation be unable to serve, or
  - the student (at the student's option) if the student is at least 18 years of age or an emancipated minor.

Please note that administrative rules permit flexibility if the membership specified above is unavailable. Please refer to 19 TAC §74.1025(g) and (h) for more details.

## IGC Planning and Review

The recommended process outlined below is intended to facilitate timely completion of IGCs for seniors in the 2019–2020 school year.

### Step 1: Identify Eligible Students

As quickly as possible, identify current seniors who may be eligible for an IGC. In accordance with TEC, §28.0258(b), districts and charter schools are required to establish an IGC review for eligible students.

#### Recommended Action—

- Task school counselors at each high school with generating a list of all current seniors who are on track to meet curriculum requirements for graduation but who have not yet met assessment requirements for graduation.
- Identify the assessment(s) that each student has not yet passed.
- Identify current contact information for the student and parent/guardian.

### Step 2: Identify Resources for Students

Identify available print and digital instructional resources for each course for which there is a STAAR end-of-course exam, as well as how those resources can be made available to each current senior eligible for an IGC.

Recommended Action—

- Review the district instructional continuity plan to identify resources that will be available to students for each course with an associated EOC. Ensure that the resources can be made available to students not actively enrolled in the course.
- For each course, identify supplemental resources and materials, such as print and digital library collections, that might assist the student in completing the IGC project or portfolio.
- Determine how students will access the available resources while school grounds are closed. The district or charter school may wish to prioritize equipment to seniors who are working on an IGC plan.

**Step 3: Develop IGC Plans**

Draft a proposed plan for each individual student based on available resources, data/information about student achievement in each course, the number of IGC projects/portfolio the student is required to complete, and other relevant factors.

In accordance with TEC, §28.0258(f)–(h), the IGC plan must require additional remediation *and*—for each course with an associated IGC which the student has not yet passed—

- completion of a project related to the subject area of the course that demonstrates proficiency in the subject area, or
- preparation of a portfolio of work samples in the subject area of the course, including work samples from the course that demonstrate proficiency in the subject area.

Additionally, an IGC may consider other criteria, such as attendance, course grades, etc., as outlined in TEC, §28.0258(h).

Recommended Action—

- TEC, §28.0258(f)(1) requires additional remediation for each course with an associated EOC that the student has not yet passed. Districts and charter schools are encouraged to identify online resources that can be used to meet this requirement and determine the methods to be used to monitor completion of remediation. To facilitate timely completion of IGCs for 2019–2020 seniors, for this year only, districts will be permitted to count previous remediation in the specified course(s) if the remediation was successfully completed within the last 12 months.
- In developing a plan, educators should tailor it to each individual student. Two students who failed the same EOC may have different project/portfolio requirements based on the skills/concepts in which each individual has not yet met grade-level expectations. To facilitate the IGC process for students who have not yet passed multiple EOCs, the IGC may wish to develop a project/portfolio that allows a student to demonstrate proficiency in the content of more than one course at the same time. For example, the IGC may develop one project that allows a student to demonstrate grade-level expectations in both Algebra I and Biology.
- The IGC may wish to examine data from previous assessments or other sources to determine specific areas of knowledge or skill where the student must still demonstrate satisfactory performance. To expedite IGCs for 2019–2020 seniors, districts will be permitted to focus the required project/portfolio on knowledge and skills in which the student has not yet met expectations for the grade-level. For

example, if scores indicate a student has performed satisfactorily on the reading portion of the English I or II EOC, but not on the writing portion, the IGC plan would focus only on writing.

- In developing requirements for the project/portfolio for each course, it is essential that educators take into consideration resources available to students.
- The IGC should encourage the use of prior work products to meet the required project/portfolio for each course to the extent that they are available to the student and the committee. For example, a student who has not yet passed the Biology EOC may wish to use reports and other work products the student created while enrolled in Biology in compiling their project or portfolio.

#### **Step 4: Plan and Conduct IGC Meeting**

Determine logistics and other needs for IGC meetings to ensure they are conducted in a timely and efficient manner.

##### Recommended Action—

- Districts and charter schools should begin holding IGC meetings as soon as possible, especially for students who have failed multiple EOCs and will need remediation and a project/portfolio for multiple subjects. Districts and charter schools may wish to consider prioritizing IGC meetings for these students and staggering IGCs according to the amount of work expected for a student.
- Determine how and when to convene the meeting. There are no restrictions on the format of the meeting. Meetings may be conducted via webinar, audio or video conference, phone call, or in person as long as all required members have access to any necessary technology. Communicate with the student and parent or person standing in parental relation to determine availability for meeting. Schedule meeting(s) at time(s) when all required members may attend.
- Ensure that translators are available if the student's parent or individual standing in parental relation is unable to speak English.
- Establish clear expectations for the IGC requirements, including the project/portfolio. If there is a rubric or other grading policy, it should be shared with the student/parent at the time of the meeting.
- Ensure that adequate time is provided for the student to complete the required IGC plan.

#### **Step 5: Facilitate Completion of IGC Plan**

Provide resources and support to students as they work to complete the required project(s) or portfolio(s).

##### Recommended Action—

- Identify a teacher or other educator to serve as student mentor. The mentor will serve as the primary point of contact for the student as they work to complete the project/portfolio. Mentors should check in with the student regularly to make sure they are on track to complete the remediation and project/portfolio, has appropriate resources to complete the work, and to answer any questions the student may have.
- For students who have multiple projects/portfolios, the IGC may wish to review and evaluate each project/portfolio as it is completed and submitted by the student. Notify the student of the final result of the evaluation.

#### **Step 6: Determine Whether Student Qualifies for Graduation**

Make a final determination regarding graduation for each eligible student. In accordance with TEC, §28.0258(i), a student may graduate and receive a high school diploma only if the student successfully completes all curriculum requirements for graduation and all requirements recommended by the committee and the committee's vote is unanimous.

Recommended Action—

- The school counselor or other personnel must determine whether the student successfully completed all credit requirements for graduation.
- The IGC must determine whether the student successfully completed all requirements of the IGC plan. The committee must be convened to make a final determination. Document final committee decisions.
- Follow local policy to award a high school diploma if student qualifies.
- Remember to report in TSDS PEIMS students for whom an IGC was established as well as students who graduated as a result of an IGC determination.

## Resources

TEA Announcement: [Cancellation of STAAR Testing for the Remainder of the School Year](#)

[TEA IGC Frequently Asked Questions](#)

[TEC §28.0258, High School Diploma Awarded on Basis of Individual Graduation Committee Review](#)

[19 TAC Chapter 74, Subchapter B, Graduation Requirements](#)

[19 TAC §74.1025, Individual Graduation Committee Review](#)

## Frequently Asked Questions Regarding IGC for 2020 Seniors

**1. If an IGC is held by June 10, what is the timeline for the student to complete the project or other assignments to be coded a grad? Posted April 28, 2020**

An IGC must make a decision to award a diploma no later than August 31 of each school year in order for the student to be included as a graduate in the district or charter school's graduation data in the school year in which the student meets the requirements. Please note that a decision to award a diploma via an IGC determination can be made after this date. In such cases, a student would be reported in the subsequent year's graduation data.

**2. Does each one of the EOC teachers still have to write a recommendation for each student and sign the IGC form? Can only the principal and or the counselor sign this form? Posted April 28, 2020**

There is no requirement in law or rule for a signed IGC form or teacher recommendation. The individual graduation committee must consist of the teacher of each course with an associated EOC exam on which the student failed to perform satisfactorily.

**3. What if a student took an EOC class last year and this year we have a different EOC teacher. Does that teacher sign the form even if they do not know the student? [Posted April 28, 2020](#)**

[TAC §74.1025\(g\) and \(h\)](#) permit flexibility if the required members of the committee are unavailable. Please note that a determination that a student is qualified to graduate must be made by the initial IGC and the committee's vote must be unanimous.

**4. Are students who are on track for spring 2020 graduation who have:**

- 1. an English I special provision and**
- 2. two or more other STAAR EOCs they have not passed**

**required to complete an IGC project and meeting for English I? In other words, is the English I special provision invalid or revoked given that the student has more than one other STAAR EOC still to pass? Or do we still use the English I special provision no matter how many other tests the student has failed? [Posted April 28, 2020](#)**

A student who is on schedule to complete graduation requirements in Spring 2020 but who has not yet met assessment requirements for graduation may be eligible to graduate as a result of an IGC determination regardless of the number of EOC exams the student needs to pass. Students are required to complete IGC requirements for each course in which the student did not pass an EOC assessment. Therefore, if a student was eligible for the English I Special Provision, the student must still satisfy IGC requirements for English I (additional remediation, a project or portfolio in the course, and any additional requirements established by the IGC). For more information, please see Step 3: Develop IGC Plans above.

**5. How should districts document on the Academic Achievement Record seniors who are graduating by IGC and who were unable to retest in 2020 due to the cancellation of STAAR?**

For each instance in which the student has failed to achieve the EOC assessment performance requirements, the AAR should reflect a "Did Not Meet Grade Level" performance. The district must maintain separate documentation of the IGC review and decision.

**6. Can the IGC waive local graduation requirements or does that need to be a resolution/decision by the school board?**

The IGC does not waive any requirements. The purpose of the IGC is specifically to determine whether a student who has taken but failed to achieve the end-of-course (EOC) assessment graduation requirements for no more than two courses may qualify to graduate. Decisions regarding local graduation requirements are under local district discretion.

**7. Since schools are closed for the year and we are having to do everything electronically, are we still required to have signatures on our IGC forms or is that being waived as well. How do we document the committee?**

There is no state required form and no state requirement for a signature related to the IGC. Documentation of IGC committee decisions is left to local district discretion. While a unanimous decision of the committee is required, the decision does not need to be documented in writing.

New  
5/19/2020

**8. I have a 2019 cohort student who was looking to take the USH exam in hopes of passing to qualify to graduate through the IGC process. She completed all of her credit requirements last year so she didn't attend with us this school year. Am I able to have an IGC for her even though I don't have her in our system anymore, because she was a 2019 cohort student?**

Please refer to the **Assessment Guidance** document on TEA's [COVID-19: Assessment](#) web page.

New  
5/19/2020

**9. Is a district permitted to allow a former student to come back to the campus/district and have an IGC committee determine what each student needs to do to graduate with an IGC?**

Please refer to the **Assessment Guidance** document on TEA's [COVID-19: Assessment](#) web page.

New  
5/19/2020

**10. Once former students have met the requirements of the IGC, should the campus enroll the students and then graduate them in 2020?**

Yes, former students should be enrolled and coded as "enrolled, not in membership" for the purpose of awarding a high school diploma via the IGC process.

New  
5/19/2020

**11. How long will the alternate process for IGC be in place for a former student who has not yet passed all necessary EOCs?**

A student who has not completed the alternate IGC process by the time administration of STAAR EOCs resumes will need to take the necessary EOCs to graduate.

New  
5/19/2020

**12. If a senior who took an EOC tested course in a previous year but never took the EOC because the student was absent, and the student was scheduled to take the EOC this year, will that student be required to have an IGC to graduate?**

A senior who has not yet met all STAAR EOC requirements and who is not currently enrolled in the course with a corresponding EOC must complete the IGC process for each EOC assessment that the student has not yet passed.

New  
5/19/2020

**13. Can a third-year high school student (early graduate) who is on track to complete all credits for graduation this year and who completed all EOC courses in a previous school year, but who has not yet passed all EOCs use the IGC process to graduate this year?**

Decisions regarding classification of students are made at the local district level. If a student has satisfied district requirements, the student may be classified as a senior regardless of the number of years a student has been enrolled in high school.

A student who is classified as a senior in the 2019–2020 school year and is on schedule to complete graduation requirements in Spring 2020 but did not have the opportunity to retake a STAAR EOC assessment due to the cancellation of STAAR is not required to pass that specific EOC to fulfill graduation requirements but will need to successfully complete the IGC process to be eligible to graduate.