

AP 3402: British Columbia School Completion (Evergreen) Certificate

The School Completion (“Evergreen”) Certificate is intended to celebrate success in learning that is not recognized in a Certificate of Graduation (Dogwood Diploma). The Evergreen Certificate is not a graduation certificate. Students who receive an Evergreen Certificate have completed their K-12 education experience; they have not graduated.

An Evergreen Certificate is used to recognize the accomplishments of students with special needs and an Individual Education Plan (IEP), who have met the goals of their education program, other than graduation (not all students with special needs should be in an Evergreen Certificate Program.)

A student enrolled in an educational program other than the graduation program will be eligible for a British Columbia School Completion Certificate.

When a student has met the following requirements, the district will recommend to the Ministry of Education and Child Care that they receive this certificate.

Definitions

School Completion Certificate is a document, distinct from the British Columbia Certificate of Graduation (Dogwood Diploma), awarded by the Ministry of Education to students who meet the goals of an educational program other than the graduation program. The School Completion Certificate is not a graduation certificate and does not signify that a student has graduated; rather, it demonstrates that a student has completed their K-12 educational journey.

Procedures

1. Principals of schools with grade 10, 11 or 12 students with designated special needs are responsible for making this Administrative Procedure available to parents if there is consideration by the school, parent(s) or a student for an Evergreen Certificate.
2. After determining first, if a student meets the criteria for an Evergreen Certificate, Principals must clearly describe for parents and students what an Evergreen Certificate is, the difference between a Dogwood Diploma and an Evergreen Certificate.
3. Principals of students for whom an Evergreen Certificate is being considered must submit to the District Based Team the form: **Application for Consideration of Evergreen Certificate** prior to October of the year preceding the student’s June graduation/completion ceremonies.

Related Policy: NIL

Legal References: Sections 20, 22, 65, 85, 177 School Act, Ministerial Order 164/96 Student Credentials Order Human Rights Code Worker’s Compensation Act, Occupational Health, and Safety Regulation Canadian Human Rights Act

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Revised: February 7, 2023

4. When a student has met the following requirements, the principal will recommend to the Ministry of Education and Child Care that they receive this certificate.
 - 4.1 Requirements:
 - a. Capstone
 - b. Completion of at least 5 IEP goals as identified in the student's current IEP:
 - Transitions to adult community
 - Work Experience
 - Life Skills
 - Academic achievement
 - Core competencies as determined by the student
5. A student with special needs will be determined to have met the requirements if:
 - 5.1 The student has an Individual Education Plan (IEP) and is enrolled in an educational program not designed to meet the graduation program requirements, and
 - 5.2 The student meets the learning outcomes contained in the IEP, or, where not all learning outcomes of the student's educational program are included in the IEP, the student has successfully completed the educational program provided.
6. Principals are responsible for sending to the Ministry of Education and Child Care their students' demographic data, including the educational program completion dates.
7. Principals are responsible for applying for a Descriptive Transcript where applicable. This is a transcript of successfully completed Grades 10-12 courses, both for-credit and non-credit, including Ministry-authorized, Board/Authority Authorized (BAA), and Locally Developed (LD) courses (e.g. IEP courses).
8. Principals will distribute School Completion ("Evergreen") Certificate and Descriptive Transcripts (where applicable) to students when the certificates are received from the Ministry of Education and Child Care.