**2019-2020**

**Maine Department of Education Diploma Application**

**for Students Experiencing Education Disruption**

**(Pursuant MRS 20-A § 5161 – §5164, and §257-A)**

*Objective: The Commissioner shall issue a Department of Education diploma as defined in* [MRS 20-A §257-A](http://www.mainelegislature.org/legis/statutes/20-A/title20-Asec257-A.html) *to a student who is unable to obtain a locally awarded diploma due to disruption of education resulting from homelessness, foster care placement, enrollment in 3 or more schools or educational programs in a single school year, or absence for 10 or more consecutive school days due to placement in an interim program (a youth development center; a hospital or other facility for the purpose of unplanned medical or psychiatric treatment, or any other program or school approved by the Department, except a program or school in which a student is placed pursuant to an individual education plan or a superintendent transfer pursuant to* [MRS 20-A § 5205](http://www.mainelegislature.org/legis/statutes/20-A/title20-Asec5205.html)*).*

Requirements to receive a Department of Education Diploma, pursuant to 20-A MRSA §4722:

 **English** – 4 years or the equivalent in standards achievement

 **Social Studies and History** – 2 years or the equivalent in standards achievement. Must include

 American history, government, civics, and personal finance

 **Mathematics** – 2 years or the equivalent in standards achievement

 **Science** – 2 years or the equivalent in standards achievement. Must include at least 1 year of

 laboratory study

 **Fine Arts** – 1 year or the equivalent in standards achievement. May include art, music, forensics,

 or drama

**Requirements for Qualification**

Student experienced one or more of the following situations at any time during elementary or secondary school:

-Homelessness

-Foster care placement

-Enrollment in 3 or more schools or educational programs in a single school year

-Absence for 10 or more consecutive school days due to placement in an interim program, which includes:

1. A youth development center
2. A hospital or other facility for the purpose of unplanned medical or psychiatric treatment
3. Any other program or school approved by the Department, except a program or school in which a student is placed pursuant to an individual education plan or a superintendent transfer under [MRS 20-A § 5205](http://www.mainelegislature.org/legis/statutes/20-A/title20-Asec5205.html).

*If you are unsure that you qualify as a student who has experienced a disruption of education or have other questions about the Dept. of Education Diploma, please contact Gayle Erdheim at (207) 624-6637 or* *gayle.erdheim@maine.gov**.*

***Please send completed applications by email:*** ***gayle.erdheim@maine.gov*** ***or as a hard copy to: Maine Dept. Of Education Diploma program, 23 State House Station, Augusta, ME 04333.***

**Part I:** **Student Information**

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current/most recent grade level: \_\_\_\_\_\_\_\_\_\_\_\_

Current/most recent high school attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School district of current residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s current mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Optional if student is emancipated or at least 18. Otherwise required.*

Parent/legal guardian’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student/Parent’s Statement Regarding Education Disruption**

*I/my child is eligible to receive a Dept. of Education Diploma due to the following experience(s) during elementary or secondary school:*

*(Please complete all that apply)*

[ ]  Homelessness (approximate yr(s))\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Foster care placement (approximate yr(s))\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Enrollment in 3 or more schools or educational programs in a single school year

 (approximate yr(s))\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Absence for 10 or more consecutive school days due to placement in an interim

 program (approximate yr(s))\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Relationship to applicant *\_\_\_\_\_\_\_\_\_\_\_*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you did not check any of the above, you are likely ineligible to receive a Dept. of Education Diploma. If you are not sure, please call the DOE Office of School and Student Supports at (207) 624-6637 before completing the rest of this application.**

**Part II: Verification of Eligibility**

*Note to the student/parent: School personnel are required to assist you with your application if you request their help. School counselors and administrators are experienced in reviewing student transcripts and can be very helpful in assembling the information you need.*

*You may get assistance from any support person, in addition to or instead of school staff, or you may complete an application on your own. The purpose of this section is simply to verify that you are eligible to be considered for the Department of Education Diploma.*

Please attach a signed letter, on letterhead, from a school administrator, their designee, or a representative from another agency (human services, health, justice, homeless services) who can verify that you experienced a period of educational disruption at some point during your education. This can be a statement that you were:

* Homeless
* In Foster Care
* Attended 3 or more different schools in a single school year, or
* Were absent from school for 10 consecutive days or more as a result of an interim placement that can include a youth development center or an unplanned hospitalization for medical or mental health reasons, or
* Were absent from school for 10 consecutive days or more due to some other interim placement.

**Part III: Secondary Schools and Programs Attended**

1. In the space below, please list all public/private schools and programs that you attended as a high school student. These can include programs and schools inside and outside of Maine, adult education programs, postsecondary institutions, alternative schools, and educational programs that were part of an interim or emergency placement. If you received home instruction at any time, please include that as well. Add additional lines or pages as needed.

|  |  |
| --- | --- |
| **Name and Location of School/ Program Attended:** | **Dates of Attendance/****Enrollment** |
|  | **From** | **To** |
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**Part IV: Full and Partial Credits Earned**

**Please attach transcripts and/or official grade reports to show all of the full and partial high school credits you have earned.**

You do not need to provide duplicate verification of credits. In other words, if credit from a previously attended school is shown on a more recently attended school’s transcript, the more recent transcript is all that is needed.

If you have grade reports that show you completed and passed part of a class but do not see any credit for that class on your transcript, please include the grade report. You may be eligible for partial credit in the class.

**Part V: Alternative evidence of proficiency in required subjects**

The minimum requirements to be awarded a Department of Education Diploma are as follows:

 **English** – 4 years or the equivalent in standards achievement

 **Social Studies and History** – 2 years or the equivalent in standards achievement,

 including American history, government, civics, and personal finance

 **Mathematics** – 2 years or the equivalent in standards achievement

 **Science** – 2 years or the equivalent in standards achievement, including at least one year

 of laboratory science

 **Fine Arts** – 1 year or the equivalent in standards achievement, which may include art,

 music, forensics, or drama

If your transcripts and grade reports do not provide evidence that all of these requirements have been completed, you may submit alternative evidence of proficiency for any incomplete areas. You may provide such evidence for the remainder of a course in which you believe you have earned partial credit or for an entire course.

For each requirement for which you wish to submit alternative evidence of proficiency, please assemble that evidence and attach it to a copy of the following page as a cover sheet. Evidence may include such items as: narrative evaluation from a teacher, work products, school work recognition plans, grade book records (Jump rope, Engrade, Think Wave, etc..), online learning records, etc. If possible, please have a teacher in the appropriate content area review the evidence with you to determine its relevance to the course requirement you believe that it fulfills.

**Alternative Evidence of Proficiency for**

**(Course)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed in fulfillment of**

**\_\_\_\_\_\_ credits**

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewing Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Important Notes:**

**Materials submitted as alternative evidence of proficiency MAY NOT have been used toward the credits the you have already earned in this content area. Please do not, for example, submit an English paper in this section that was used toward helping you earn an English credit that appears on your transcript.**

**You may, however, include a paper written for an elective course that demonstrates your proficiency in the learning standards of a required English course for which you are missing credit – even if the paper contributed to credit earned for the elective class.**

**If you are including a work product for consideration that cannot be attached to this cover sheet, please include a single page of information describing the work product. Explain how it will be made available for review and the relevant proficiencies that it represents.**

**Part VI: Students with Individualized Education Plans (IEPs) or other official personalized education plans that modify the system of learning results for the student.**

If you are a student with disabilities who had an IEP at any time during high school, please attach a copy of a recent or current IEP. The review team will use this information to correctly evaluate any alternative evidence of proficiency you have provided. It will not be shared beyond the review team.

**Part VII: Additional Information** (optional)

If you have additional information that you feel the Review Team should see in order to better evaluate your application, please include it at the end of your application.