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**Guidelines for Preparing to Apply for a Disrupted Diploma**

**Part II: Verification of Eligibility**

* 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.
* You will need to 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
* Sent 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
* Absent from school for 10 consecutive days or more due to some other interim placement.

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

* You will need to 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
* Educational programs that were part of an interim or emergency placement.
* If you received home instruction at any time, please include that as well

**Part IV: Full and Partial Credits Earned**

* Please attach transcripts and/or official grade reports to show all the full and partial high school credits you have earned.
* You do not need to provide duplicate certification 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 is 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. Must include instruction in American history government, civics and personal finance, but these are not required separate courses.
* **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 science
* **Fine Arts** (1) year or the equivalent in standards achievement. May include art, music, forensics, or drama

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If your transcripts and grade reports do not provide that all 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.

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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 at a cover sheet. Evidence may include such items as: narrative evaluation from a teacher, work products, schoolwork 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.

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**Important Notes:**

* Materials submitted as alternative evidence of proficiency **MAY NOT** have been used toward the credits that 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.

**For More Information Please Contact**

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