

1 EDUCATION AND WORKFORCE DEVELOPMENT CABINET

2 Kentucky Board of Education

3 Department of Education

4 (Amendment)

5 704 KAR 3:305. Minimum requirements for high school graduation.

6 RELATES TO: KRS 156.160(1)(a), (d), 158.142, 158.645, 158.6451

7 STATUTORY AUTHORITY: KRS 156.070, 156.160(1)(a), (d), 158.142

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.160 requires the Kentucky Board
9 of Education to promulgate administrative regulations relating to the courses of study for the
10 different grades and the minimum requirements for high school graduation. KRS 158.142(3)(b)
11 requires the board to promulgate administrative regulations establishing requirements for early
12 graduation from high school. The content standards for the courses of study are established in the
13 Kentucky ~~[core]~~ academic standards set forth at~~[incorporated by reference in]~~ 704 KAR 3:303
14 **and 704 KAR Chapter 8**. This administrative regulation establishes the minimum requirements
15 necessary for entitlement to a high school diploma.

16 Section 1. Definitions. (1) **“Academic readiness” and “career readiness” shall have the same**
17 **meaning as described in 703 KAR 5:270.**

18 (2) ~~[(1)]~~ “Early graduation” means meeting the competency-based criteria outlined in this
19 administrative regulation and doing so in three (3) academic years or less.

20 (3) ~~[(2)]~~ “Early Graduation Certificate” means a certificate, awarded by the district and signed by
21 the principal and superintendent, that shall make the recipient eligible for a scholarship award
22 equal to one-half (1/2) of the state portion of the average statewide per pupil guaranteed base
23 funding level, to be used at a Kentucky public two (2) year community and technical college or a

1 Kentucky four (4) year public or non-profit independent institution accredited by the Southern
2 Association of Colleges and schools.

3 **(4) “Essential workplace skills” as described in KRS 158.1413.**

4 **(5) “Individual Education Program” or “IEP” shall have the same meaning as set forth in**
5 **707 KAR 1:002.**

6 **(6) “Individual Learning Plan” or “ILP” shall have the same meaning as set forth in 704**
7 **KAR 19:002.**

8 **Section 2. (1) A district shall implement an advising and guidance process throughout the**
9 **middle and high schools to provide support for the development and implementation of an**
10 **individual learning plan for each student.**

11 **(a) The plan shall include career development and awareness.**

12 **(b) The individual learning plan shall not be a substitute for the statement of transition**
13 **service needs for students with disabilities outlined 707 KAR 1:320.**

14 **(2) A district shall develop a method to evaluate the effectiveness and results of the**
15 **individual learning plan process. The evaluation method shall include input from students,**
16 **parents, and school staff. As part of the evaluation criteria, the district shall include**
17 **indicators related to the status of the student in the twelve (12) months following the date of**
18 **graduation.**

19 **(3) A middle school and a high school shall work cooperatively to ensure that each student**
20 **and parent receives information and advising regarding the relationship between education**
21 **and career opportunities. Advising and guidance shall include information about financial**
22 **planning for postsecondary education.**

1 **(4) A school shall maintain each student’s individual learning plan. The individual learning**
2 **plan shall be readily available to the student and parent and reviewed and approved at**
3 **least annually by the student, parents, and school officials.**

4 **(5) The development of the individual learning plan for each student shall begin by the end**
5 **of student’s sixth grade year and shall be focused on career exploration, related**
6 **postsecondary education and training needs, essential workplace skills and career studies**
7 **content.**

8 **(6) Beginning with a student’s eighth grade year, the individual learning plan shall set**
9 **learning goals for the student based on academic and career interests and shall identify**
10 **required academic courses, electives, and extracurricular opportunities aligned to the**
11 **student’s postsecondary goals. The school shall use information from individual learning**
12 **plans to plan academic and elective offerings based on student need.**

13 **Section 3. (1) For students entering grade nine (9) on or before the first day of the 2018-**
14 **2019 academic year, Each student in a public [common]-school shall have a total of at least**
15 **twenty-two (22) credits for high school graduation.**

16 **(2) Those credits shall include the content standards as provided in the Kentucky [core] academic**
17 **standards, set forth at [incorporated by reference in] 704 KAR 3:303 and KAR Chapter 8.**

18 **(3) Additional standards-based learning experiences shall align to the student’s individual**
19 **learning plan and shall consist of standards-based content.**

20 **(4) The required credits and demonstrated competencies shall include the following minimum**
21 **requirements:**

22 **(a) [(4)] Language arts - four (4) credits (English I, II, III, and IV) to include the content**
23 **contained in the Kentucky [core] academic standards for this content area [English and**

1 ~~language arts~~ and comply with the following: **(1)** ~~(a)~~ Language arts shall be taken each year of
2 high school; and

3 **(2)** ~~(b)~~ If a student does not meet the college readiness benchmarks for English and language
4 arts as established by the Council on Postsecondary Education in 13 KAR 2:020, the student
5 shall take an English and language arts transitional course or intervention, which is monitored to
6 address remediation needs, before exiting high school;

7 **(b)** ~~(2)~~ Social studies - three (3) credits to include the content contained in the Kentucky ~~core~~
8 academic standards for **this content area** ~~[social studies]~~;

9 **(c)** ~~(3)~~ Mathematics - three (3) credits to include the content contained in the Kentucky core
10 academic standards for **this content area** ~~[mathematics]~~ and include the following minimum
11 requirements:

12 **(1)** ~~(a)~~ Algebra I, Geometry, and Algebra II. An integrated, applied, interdisciplinary,
13 occupational, or technical course that prepares a student for a career path based on the student's
14 individual learning plan may be substituted for a traditional Algebra I, Geometry, or Algebra II
15 course on an individual student basis if the course meets the content standards in the Kentucky
16 ~~core~~-academic standards, **set forth at** ~~[incorporated by reference in]~~ 704 KAR 3:303 **and 704**
17 **Chapter 8**;

18 **(2)** ~~(b)~~ A mathematics course or its equivalent as determined by the district shall be taken each
19 year of high school to ensure readiness for postsecondary education or the workforce;

20 **(3)** ~~(c)~~ Any mathematics course other than Algebra I, Geometry, or Algebra II shall be counted
21 as an elective; and

22 **(4)** ~~(d)~~ If a student does not meet the college readiness benchmarks for mathematics as
23 established by the Council on Postsecondary Education in 13 KAR 2:020, the student shall take a

1 mathematics transitional course or intervention, which is monitored to address remediation
2 needs, before exiting high school;

3 **(d) [(4)]** Science - three (3) credits that shall incorporate lab-based scientific investigation
4 experiences and include the content contained in the Kentucky ~~[core]~~ academic standards for **this**
5 **content area [science];**

6 **(e) [(5)]** Health - one-half (1/2) credit to include the content contained in the Kentucky ~~[core]~~
7 academic standards for **this content area [health];**

8 **(f) [(6)]** Physical education - one-half (1/2) credit to include the content contained in the
9 Kentucky ~~[core]~~ academic standards for **this content area [physical education];**

10 **(g) [(7)]** History and appreciation of visual and performing arts (or another arts course which
11 incorporates this content) - one (1) credit to include the content contained in the Kentucky ~~[core]~~
12 academic standards for **this content area [arts and humanities]** or a standards-based specialized
13 arts course based on the student's individual learning plan;

14 **(h) [(8)]** Academic and career interest standards-based learning experiences - seven (7) credits
15 including four (4) standards-based learning experiences in an academic or career interest based
16 on the student's individual learning plan; and

17 **(i) [(9)]** Demonstrated performance-based competency in technology.

18 **Section 4. (1) Beginning with students who enter grade nine (9) on or after the first day of**
19 **the 2019-2020 academic year, in order to receive a high school diploma, each student in a**
20 **public school shall:**

21 **(a) Demonstrate academic readiness or career readiness;**

22 **(b) Earn a total of at least twenty-two (22) credits for high school graduation.**

- 1 **(2) Beginning with students who enter grade nine (9) on or after the first day of the 2020-**
2 **2021 academic year, in order to receive a high school diploma, each student in a public**
3 **school shall: (a) Demonstrate academic readiness or career readiness;**
4 **(b) Meet minimum criteria on the reading and mathematics assessments.**
5 **1. The minimum criteria shall include earning a scale score approved by the Kentucky**
6 **Board of Education as passing.**
7 **2. Students who do not meet the minimum criteria on one or both assessments may retake**
8 **the reading and/or mathematics assessments twice annually in the third and fourth years of**
9 **high school enrollment.**
10 **3. The student's first completion of the assessments in grade ten (10) shall contribute to the**
11 **school's accountability rating.**
12 **(c) Earn a total of at least twenty-two (22) credits for high school graduation.**
13 **(3) The required credits shall include the content standards as provided in the Kentucky**
14 **academic standards, set forth at 704 KAR 3:303 and 704 KAR Chapter 8.**
15 **(4) Additional standards-based learning experiences shall align to the student's individual**
16 **learning plan and shall consist of standards-based content.**
17 **(5) Each student shall be required to complete the following foundational credits and**
18 **demonstrated competencies, consisting of ten (10) credits:**
19 **(a) English/language arts – two (2) credits (English I and II) to include the content**
20 **contained in the Kentucky academic standards for this content area;**
21 **(b) Social studies – two (2) credits to include the content contained in the Kentucky**
22 **academic standards for this content area;**

1 (c) Mathematics - two (2) credits (Algebra I and Geometry) to include the content
2 contained in the Kentucky academic standards for this content area;

3 (d) Science - two (2) credits that shall incorporate lab-based scientific investigation
4 experiences and include the content contained in the Kentucky academic standards for this
5 content area;

6 (e) Health - one-half (1/2) credit to include the content contained in the Kentucky academic
7 standards for this content area;

8 (f) Physical education - one-half (1/2) credit to include the content contained in the
9 Kentucky academic standards for this content area; and

10 (g) History and appreciation of visual and performing arts (or another arts course which
11 incorporates this content) - one (1) credit to include the content contained in the Kentucky
12 academic standards for this content area or a standards-based specialized arts course
13 based on the student's individual learning plan.

14 (6) In addition to the foundational requirements outlined in Section 4 (4) of this
15 administrative regulation, every student shall earn a minimum of twelve (12) personalized
16 credits in order to receive a high school diploma. These twelve personalized credits shall
17 include:

18 (a) Two (2) additional English/Language Arts credits that include the content contained in
19 the Kentucky academic standards for this content area and are aligned to the student's
20 individual learning plan;

21 (b) Two (2) additional mathematics credits that include the content contained in the
22 Kentucky academic standards for this content area and are aligned to the student's
23 individual learning plan;

1 **(c) One (1) additional science credit that includes the content contained in the Kentucky**
2 **academic standards for this content area and is aligned to the student’s individual learning**
3 **plan;**

4 **(d) One (1) additional social studies credit that includes the content contained in the**
5 **Kentucky academic standards for this content area and is aligned to the student’s**
6 **individual learning plan;**

7 **(e) Academic and career interest standards-based learning experiences - six (6) credits**
8 **including four (4) standards-based learning experiences based on the student’s individual**
9 **learning plan;**

10 **(f) Demonstrate performance-based competency in technology using the process for**
11 **awarding performance-based credit outlined in Section 7 of this administrative regulation;**

12 **(g) Pass a civics test as required by KRS 158.141; and**

13 **(h) Beginning with students entering grade nine (9) on or after the first day of the 2020-**
14 **2021, successfully complete one (1) or more courses or programs that meet the financial**
15 **literacy standards as established by the Kentucky Board of Education.**

16 **(2) (a) Districts shall develop an appeals process for students who are on track to meet all**
17 **graduation requirements except the minimum criteria on the reading and mathematics**
18 **assessments.**

19 **(b) The appeals process shall be available to students who have at least one (1) unsuccessful**
20 **attempt to meet the minimum criteria on the reading and/or mathematics assessments.**

21 **(c) The appeals process shall consist of two options.**

22 **1. A student portfolio to include evidence of the following:**

23 **(a) The student’s ILP that includes student transcript;**

1 **(b) If applicable, the student’s IEP, that includes evidence that the student has received**
2 **specially designed instruction and related services in reading and mathematics;**

3 **(c) Performance on the required state assessments;**

4 **(d) Appropriate interventions, targeted to the student’s needs, provided to the student to**
5 **ensure support was provided toward meeting the requirements outlined in this**
6 **administrative regulation;**

7 **(e) Student work demonstrating the students’ competency in reading and mathematics;**
8 **and**

9 **(f) The student’s college or career plans; or**

10 **2. The student’s eighth grade reading and/or mathematics assessment rating of proficient**
11 **or higher.**

12 **(d) Results of the appeals process will not impact the school or district’s accountability**
13 **rating.**

14 **(e) The appeals process shall require the principal to submit the appeal and evidence to the**
15 **superintendent or designee for review and approval,**

16 **Section 5. (1) Only students who meet the criteria outlined in this section shall be eligible**
17 **for early graduation.**

18 **(a) Those students who meet the criteria for early graduation shall receive from the school**
19 **district a diploma and an Early Graduation Certificate.**

20 **(b) Students wishing to graduate early shall indicate that intent to the school principal at**
21 **the beginning of grade nine (9) or as soon as the intent is known, but within the first thirty**

22 **(30) school days of the academic year in which they wish to graduate.**

1 **(c) A student’s intent to graduate early shall be entered into the student information system**
2 **by the school district by October 1 of the year in which the student makes the declaration.**

3 **(d) Students working toward early graduation and receipt of a corresponding Early**
4 **Graduation Certificate shall be supported by development and monitoring of an individual**
5 **learning plan to support their efforts.**

6 **(e) A student who has indicated an intent to graduate early may participate in the student’s**
7 **state administration of the college readiness exam prior to the junior year, if needed.**

8 **(2) For students who enter grade nine (9) on or before the first day of the 2018-2019**
9 **academic year, to graduate early and earn an Early Graduation Certificate, a student**
10 **shall:**

11 **(a) Score proficient on all required content summative assessments as designated by the**
12 **Kentucky Department of Education; and**

13 **(b) Meet the requirement set forth in KRS 158.142 (c).**

14 **(3) Beginning with students entering grade nine (9) in fall 2019, to graduate early and earn**
15 **an Early Graduation Certificate, a student shall:**

16 **(a) Score proficient or higher on all high school assessments required for high school**
17 **accountability; and**

18 **(b) Meet the requirement set forth in KRS 158.142.**

19 **Section 6.** (1) A local board of education may substitute an integrated, applied, interdisciplinary,
20 occupational, technical, or higher level course for a required course if the alternative course
21 provides rigorous content [~~and addresses the same applicable components of 703 KAR 4:060~~].

22 (2) For students with disabilities, a local board of education may substitute a functional,
23 integrated, applied, interdisciplinary, occupational, technical, or higher level course for a

1 required course if the alternative course provides rigorous content [~~and addresses the same~~
2 ~~applicable components of 703 KAR 4:060~~]. These shall be based on grade-level content
3 standards and may be modified to allow for a narrower breadth, depth, or complexity of the
4 general grade-level content standards.

5 ~~[Section 4. (1) A district shall implement an advising and guidance process throughout the~~
6 ~~middle and high schools to provide support for the development and implementation of an~~
7 ~~individual learning plan for each student. The plan shall include career development and~~
8 ~~awareness and specifically address Vocational Studies Academic Expectations 2.36-2.38 as~~
9 ~~established in Academic expectations, 703 KAR 4:060. (2) A district shall develop a method to~~
10 ~~evaluate the effectiveness and results of the individual learning plan process. The evaluation~~
11 ~~method shall include input from students, parents, and school staff. As part of the evaluation~~
12 ~~criteria, the district shall include indicators related to the status of the student in the twelve (12)~~
13 ~~months following the date of graduation. (3) A feeder middle school and a high school shall~~
14 ~~work cooperatively to ensure that each student and parent receives information and advising~~
15 ~~regarding the relationship between education and career opportunities. Advising and guidance~~
16 ~~shall include information about financial planning for postsecondary education. (4) A school~~
17 ~~shall maintain each student's individual learning plan. The individual learning plan shall be~~
18 ~~readily available to the student and parent and reviewed and approved at least annually by the~~
19 ~~student, parents, and school officials. (5) Beginning with a student's eighth grade year, the~~
20 ~~individual learning plan shall set learning goals for the student based on academic and career~~
21 ~~interests and shall identify required academic courses, electives, and extracurricular opportunities~~
22 ~~aligned to the student's postsecondary goals. The school shall use information from the~~
23 ~~individual learning plans about student needs for academic and elective courses to plan academic~~

1 and elective offerings. ~~(6) Beginning with the graduating class of 2013, the development of the~~
2 ~~individual learning plan for each student shall begin by the end of the sixth grade year and shall~~
3 ~~be focused on career exploration and related postsecondary education and training needs.]~~

4 Section ~~75~~. (1) A **local** board of education may award credit toward high school graduation for
5 satisfactory demonstration of learning based on content standards described in the Kentucky
6 ~~[core]~~ academic standards, **set forth at** ~~[incorporated by reference in]~~ 704 KAR 3:303 **and 704**
7 **KAR Chapter 8**, and a rigorous performance standards policy established by the **local** board of
8 education. A school shall establish performance descriptors and evaluation procedures to
9 determine if the content and performance standards have been met.

10 (2) A **local** board of education shall award credit toward high school graduation based on:

11 (a) A standards-based Carnegie unit credit that shall consist of at least 120 hours of instructional
12 time in one (1) subject; or

13 (b) A ~~standards-based~~ performance-based credit **based on standards**, regardless of the number
14 of instructional hours in one (1) subject.

15 (3) A local board of education which has chosen to award ~~[standards-based]~~ performance-based
16 credit shall award a standards-based credit earned by a student enrolled in grade 5, 6, 7, or 8 if:

17 (a) The content of the course is the same that is established in the Kentucky ~~[core]~~ academic
18 standards, **set forth in** ~~[incorporated by reference in]~~ 704 KAR 3:303 **and 704 KAR Chapter 8**;
19 and

20 (b) The district has criteria in place to make a reasonable determination that the middle level
21 student is capable of success in the high school course.

22 (4) A **local** board of education which has chosen to award ~~[standards-based]~~ performance-based
23 credit shall establish a policy for a performance-based credit system that includes:

- 1 (a) The procedures for developing performance-based credit systems and for amending the
- 2 system;
- 3 (b) The conditions under which each high school may grant performance-based credits and the
- 4 related performance descriptors and assessments;
- 5 (c) Objective grading and reporting procedures;
- 6 (d) Content standards **set forth at** ~~[as addressed in]~~ 704 KAR 3:303 **and 704 KAR Chapter 8**
- 7 ~~[Required core academic standards and 703 KAR 4:060, Academic expectations];~~
- 8 (e) The extent to which state-provided assessments will be used in the local performance-based
- 9 credit system;
- 10 (f) The ability for students to demonstrate proficiency and earn credit for learning acquired
- 11 outside of school or in prior learning; and
- 12 (g) Criteria to ensure that internships, cooperative learning experiences, and other learning
- 13 experiences in the school and community are:
 - 14 1. Designed to further student progress towards the individual learning plan;
 - 15 2. Supervised by qualified instructors; and
 - 16 3. Aligned with state and local content and performance standards.
- 17 (5) A board of education may award standards-based, performance-based credit toward high
- 18 school graduation for:
 - 19 (a) Standards-based course work that constitutes satisfactory demonstration of learning in any
 - 20 high school course, consistent with Sections **3 and 4** ~~[4]~~ of this administrative regulation;
 - 21 (b) Standards-based course work that constitutes satisfactory demonstration of learning in a
 - 22 course for which the student failed to earn credit when the course was taken previously;
 - 23 (c) Standards-based portfolios, senior year, or capstone projects;

- 1 (d) Standards-based online or other technology mediated courses;
- 2 (e) Standards-based dual credit or other equivalency courses; or
- 3 (f) Standards-based internship, cooperative learning experience, or other supervised experience
- 4 in the school or the community.

5 (6) Each local board of education shall maintain a copy of its policy on high school graduation
6 requirements. This policy shall include a description of how the requirements address KRS
7 158.6451(1)(b) and 703 KAR 4:060.

8 **(7) Beginning with the first day of the 2019-2020 academic year, all local boards of**
9 **education shall implement the requirements outlined section 8 (3) (4), and (5) of this**
10 **administrative regulation to allow students to demonstrate competency in technology as**
11 **required in Section 4 (5) (f) of this administrative regulation.**

12 Section **8.** [6.] (1) A student who satisfactorily completes the requirements of this administrative
13 regulation and additional requirements as may be imposed by a local board of education or meets
14 the requirements for early graduation as outlined in Section **5**[9] of this administrative regulation
15 shall be awarded a graduation diploma.

16 (2) The local board of education shall award the diploma.

17 Section **9.** [7.] This administrative regulation shall not be interpreted as prohibiting a local
18 governing board, superintendent, principal, or teacher from awarding special recognition to a
19 student.

20 Section **10.**[8.] [~~Beginning with the graduating class of 2013,~~]**(1)**-~~I~~if the severity of an
21 exceptional student's disability precludes a course of study that meets the high school graduation
22 requirements established in Sections **3 and 4** [4] of this administrative regulation leading to
23 receipt of a high school diploma, an alternative course of study shall be offered.

1 ~~(2)~~ [(4)] This course of study shall be based upon student needs and the provisions specified in
2 704 KAR 3:303 **and 704 KAR Chapter 8**, [~~Required core academic standards,~~] and shall be
3 reviewed at least annually.

4 ~~(3)~~ [(2)] A student who completes this course of study shall receive an alternative high school
5 diploma to be awarded by the local board of education consistent with the graduation practices
6 for all students.

7 ~~(4)~~ [(3)] A local board of education may establish policies to award an alternative high school
8 diploma to a former student who has received a certificate or certificate of attainment.

9 ~~[Section 9. (1) Beginning in the 2014–2015 academic year, only students who meet the criteria~~
10 ~~outlined in this section shall be eligible for early graduation. Those students who meet the~~
11 ~~criteria for early graduation shall receive from the school district a diploma and an Early~~
12 ~~Graduation Certificate. Students wishing to graduate early shall indicate that intent to the school~~
13 ~~principal at the beginning of grade 9 or as soon as the intent is known, but within the first thirty~~
14 ~~(30) school days of the academic year in which they wish to graduate. (a) A student’s intent to~~
15 ~~graduate early shall be entered into the student information system by the school district by~~
16 ~~October 1 of the year in which the student makes the declaration. (b) Students working toward~~
17 ~~early graduation and receipt of a corresponding Early Graduation Certificate shall be supported~~
18 ~~by development and monitoring of an individual learning plan to support their efforts. (2) To~~
19 ~~graduate early and earn an Early Graduation Certificate, a student shall: (a) Score proficient on~~
20 ~~the end of course exams required by the Kentucky Board of Education in 703 KAR 5:200; and~~
21 ~~(b) Meet the college readiness exam benchmarks as set by the Council on Postsecondary~~
22 ~~Education in 13 KAR 2:020 for placement in credit bearing courses without the need for~~

9-26-18

- 1 ~~remediation. (3) A student who has indicated an intent to graduate early may participate in the~~
- 2 ~~student's state administration of the college readiness exam prior to the junior year, if needed.]~~