



SCHOOL COMPLETION CERTIFICATION (EVERGREEN) HANDBOOK

for Students in Grades 10-12
on a Modified Program

NOTE: Formal program modifications may not occur prior to Grade 10.



TABLE OF CONTENTS

Introduction	3
School Completion Certificates and Locally Developed Courses	5
Issuing School Completion Certificates (TRAX)	7
Frequently Asked Questions	9
Locally Developed Non-Credit Courses	12
Definition of Terms	14

INTRODUCTION

The British Columbia School Completion Certificate (Evergreen Certificate) is awarded to students who meet the goals of their educational program through some way other than graduation. **This is for students who are in grade 10 or older and have a diagnosis of a mild to severe intellectual disability.**

CREATING A DISTRICT STANDARD

A District Standard now exists for reporting students to the Ministry - students who are working towards an Evergreen Certificate (also known as a School Completion Certificate - SCCP). This is important not only for the TRAX, 1701 and SADE purposes, but also to ensure that the student's transcript reflects exactly what the student has accomplished.

Typically, the student will be identified as being on a Modified Education Program and working toward their Evergreen Certificate in the Student Information System in grade 10. This information will be registered with the Ministry through the TRAX process and does not have to be permanent (e.g., some students assigned to a SCCP may later transfer to a regular or adult Dogwood program).

Eligible courses include a combination of the following:

- Regular Ministry Courses (i.e., courses that start with an “M” or a “Y”).
- LD (Locally Developed) courses. These are courses that start with an “X” (excluding a study block or XAT).
- XSIEP courses, which must only be used for students who are receiving instruction for that course through a BASES teacher during that period of time (i.e., rather than in a regular classroom) with the exception of designated students in a support block (e.g., LST).

If the student is in a regular classroom, and is on an IEP for that course, the course will be an “X” course (e.g., XFN 10) – course codes are outlined in this document. If there is no applicable course code available on that list – the code XLDC will be used and the course title (in the course maintenance screen), will be named to reflect the actual course.

If the student is in a classroom and is working in relation to the regular curriculum (with no IEP), then the regular Ministry course code would be used.

To illustrate, a student who is attending a Social Studies 10 class with a modified curriculum, would be registered in XSS10. A student who is working on Social Studies 10 in the BASES room, would be registered in XSIEP 10. A student who is attending a Social Studies 10 class and working in relation to the regular curriculum (with no IEP), would be registered in SS10.

All XSIEP courses will be identified (in the course title in Course Maintenance in MyED), with a specific identifier. An example of these identifiers is located later in this document.

All “X” courses will be identified in the course title as: LD (Loc.Dev.) followed by the identifier:

	CrsNo	Flavour	Description
	XMA--11--S	-S	LD MATHEMATICS 11

This will be the district standard for every X course (with the exception of XAT and XSPBK).

THINGS TO NOTE

- “X” courses are ONLY to be used for students on a modified program (with the exception of XAT and XSPBK, as above);
- “X” courses only count towards the Evergreen Certificate, and do not count towards the Dogwood Diploma;
- As noted above, a decision to “modify” a student does not have to be a permanent one;
- No Mark (NM) does not apply to any courses for a student working towards the goals as outlined in their IEP. Their success in relation to must be shown by a mark that will appear on their transcript. The use of NM should only be used **after confirmation from Student Support** and the Ministry of Education and only for a very small number of students within the district.

SCHOOL COMPLETION CERTIFICATES & LD COURSES

PREAMBLE

In the spring of 2006, the Minister of Education made a commitment to maintain the Ministry of Education's role in issuing School Completion Certificates (SCCP); also described as Evergreen Certificates. Along with this was the commitment to produce transcripts for students who are issued School Completion (Evergreen) Certificates.

The purpose of this document is twofold:

1. to delineate an authentic process for students graduating with Evergreen Certificates; and
2. to delineate an authentic process for reporting Locally Developed non-credit courses for students in Grades 10 through 12, as well as students qualifying for extra year(s).

Students in receipt of an Evergreen Certificate will receive a transcript noting successfully completed Grades 10 to 12 courses. Transcripts for students may have a mixture of completed credit and non-credit courses, including regular, Board/Authority Authorized (BAA), and Locally Developed (LD) courses (including IEP courses).

Fundamental to this process is a shared understanding of what a modified educational program means, and the collaborative process required in modifying a student's educational program. A modified educational program has learning outcomes that are substantially different from the regular curriculum, and specifically selected to meet the student's unique needs. In all instances, it is critical that parents be meaningfully involved throughout this process.

For additional information regarding meaningful consultation, please refer to:
<http://www.sd41.bc.ca/wp-content/uploads/2014/09/meaningfulConsultation.pdf>.

WHAT IS A SCHOOL COMPLETION CERTIFICATE (EVERGREEN)?

The British Columbia School Completion Certificate (Evergreen) is awarded to students who meet the goals of their educational program. Evergreen Certificates are intended to recognize the accomplishments of students, including students with special needs, who have **succeeded** in meeting the goals of their educational program.

For additional information concerning Evergreen Certificates, see the Student Credentials Policy on the Ministry policy website:

<https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/student-credentials>

WHAT IS A NON-CREDIT COURSE?

Non-credit courses are courses based upon IEP goal completion. These courses are suitable for students working towards an **Evergreen Certificate**.

WHAT IS THE PURPOSE OF NON-CREDIT COURSES?

Essentially, non-credit courses are designed to enable students on *modified educational programs* to receive marks and a transcript chronicling their schooling efforts similar to what other students receive. These courses all start with X followed by a thematic or generic area of study descriptor such as XFINA 10 (Fine Arts 10) or XSIEP 10A (IEP modified course 10A, **note:** could be used to code a BASES instructional block). Further course description must be added in the space allowed.

ISSUING SCHOOL COMPLETION CERTIFICATES (TRAX)

REQUIREMENTS FOR ISSUING A SCHOOL COMPLETION (EVERGREEN) CERTIFICATE

Evidence of meaningful:

- progress towards the completion of IEP goals and objectives.
- consultation with parents/guardians.

KEY CRITERIA

Evidence of meaningful progress towards the completion of IEP goals and objectives. Goals and objectives may include the following areas:

- Individualized Academics
- Personal and Social Development
- Personal Health and Wellness
- Communication and Social Skills
- Life and Community Skills
- Employability Skills / Volunteerism / Community Programming

MyEdBC SCCP SCHEDULING FOR SECONDARY INFORMATION MANAGEMENT (SIM) CLERKS

SIM Clerks should refer to the following document for specific information regarding MyEdBC SCCP Scheduling:

https://www.surreyschools.ca/Departments/ESIS/schoolresources/secondarischools/Documents/Scheduling/MyEdBC_SCCP_Scheduling_V01-0_20180510.pdf

If a SIM Clerk has any questions, they should contact the ESIS team either by email: ESIS-OFFICE@surreyschools.ca or by phone: 604-595-6052.

CREATING DESCRIPTIVE COURSE TITLES FOR LD (LOCALLY DEVELOPED) COURSE CODES

District Standards: When creating the description course description for Locally Developed courses, all “X” courses will start with LD followed by the title of the course:

Description	LD MATHEMATICS 11
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CREATING DESCRIPTIVE COURSE TITLES FOR GENERIC COURSE CODES

When using generic course codes (XSIEP or XLDC), schools must enter their own course titles to better reflect course content for these courses so that they appear on transcripts with descriptive rather than generic course titles.

Description	LD LIFE SKILL DEVELOPMENT
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SUGGESTED COURSE LONG NAME IDENTIFIERS FOR XSIEP (for example):

- Communication skill development
- Community inclusion
- English / Literacy
- Leisure skill development
- Health / Life skill development
- Math / Numeracy
- Outreach
- Personal development / self-determination
- Physical development
- Recreational skill development
- Science
- Social skill development
- Social Studies
- Support (Resource)
- Transition planning
- Vocational skill development
- Work experience

IMPORTANT NOTE: The course title submitted to TRAX in the course description (MyEdBC) will appear on the student's transcript exactly as submitted. Please ensure that these titles are spelled correctly.

REPORTING TO TRAX

Generic course codes offer flexible reporting options for schools, since their course descriptions can be customized at the school level. Please consider using the generic non-credit Grade 10 – 12 LD codes when reporting transcript data to the Ministry. Refer to [Table 1](#) for a complete listing of generic course codes.

If a student wishes to take several courses in one subject area, then the simplest method is to use the LD generic codes. For example, if a student is enrolled in two LD Fine Arts courses in Grade 10, use XLDC 10A, and XLDC 10B. For these courses to appear on transcripts with descriptive rather than generic course titles use the “Course Description Field” to provide them with descriptive titles, such as “Fine Arts – Painting” and “Fine Arts – Sculpting”. See Chapter 4 on “Data Exchange” of the Handbook of Procedures for the Graduation Program for details: <http://www.bced.gov.bc.ca/exams/handbook/>

ISSUING SCHOOL COMPLETION CERTIFICATES

To issue transcripts and School Completion Certificates to students, schools are required to submit TRAX data for course work, including all credit and non-credit courses completed. Non-credit modified courses are reported as Locally Developed (LD), not BAA, courses. Students who receive School Completion Certificates must be identified in the final data transfer at the end of the student's school year (June or January) by ensuring that ‘School Completion Certificate’ is the student's ‘Program of Study’ in MyEdBC (Student top tab > Transcript side tab > Program of Study sub side tab).

For information on reporting procedures see the Handbook of Procedures for the Graduation Program: https://www.bced.gov.bc.ca/exams/handbook/handbook_of_procedures.pdf.

FREQUENTLY ASKED QUESTIONS

According to the Ministry, who is eligible to receive an Evergreen Certificate?

A School Completion (Evergreen) Certificate is used to recognize the accomplishments of students with special needs who have not graduated, however, they have met the goals and objectives of their Individual Education Plan (IEP) - not all students with special needs should be in an Evergreen Certificate Program.

While many students with special needs may be able to graduate, some students may be unable to do so. In order to provide students with every opportunity to graduate, the decision to assign a student to an Evergreen Program **should not be made prior to Grade 10**, and should occur only when the parent (and student as appropriate) understands what this means and are involved in the decision-making process.

For students pursuing an Evergreen Certificate, their education program be structured in such a way that they are able to meet their individual learning goals. Accordingly, they should have an Individual Education Plan (IEP) that indicates their personal education goals, how the goals will be achieved, who will provide support, and on-going monitoring and assessment process so as to be able to determine when the goals have been met and an Evergreen Certificate should be issued (<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/school-completion-certificate-program>).

What do we do if we believe a student should be on a School Completion (Evergreen) Certificate Program, however no psycho-educational assessment has been completed?

Student profiles are generally variable, and so the process of conducting a comprehensive psychoeducational assessment may well illuminate previously unidentified student strengths. As such, psycho-educational assessment results are critical to determining whether a student should be assigned to a SCCP. Refer to SBT and involve school psychologist.

If a student has never had a psycho-educational assessment, can they be on an Evergreen Certificate program?

No, as above.

Will students on a School Completion (Evergreen) Certificate Program be reported on the 1701?

Identification of a student on a SCCP, or any other program, is not a 1701 reporting requirement. However, the number of courses leading to graduation (by default, this means all courses) is required to be reported to calculate the full-time equivalent for all secondary students, school aged and adult, enrolled in grades 8-12. The number of courses is also required for adults taking courses leading to graduation (again, by default, this means all courses). Specifically, for the district to receive full funding, students must be registered in 8 courses.

What if a parent refuses to have their child participate in a part of the SCCP (Evergreen Certificate) requirements?

It is important for educational teams to work together to make decisions regarding a student's educational program. When the parents of a child with special needs and school personnel are not in agreement, it important to continue to work together to find common ground.

When a student is working toward a SCCP (Evergreen Certificate), are they responsible for writing final exams?

No.

When are Evergreen certificates sent to students?

The Ministry produces School Completion (Evergreen) Certificates for students whose educational program completion dates have been submitted to the ministry. The certificates are sent to schools for appropriate signatures prior to distribution to students. Schools are responsible for obtaining the signature of the principal, prior to distributing School Completion (Evergreen) Certificates to their students.

French School Completion Certificates

A French version of the School Completion Certificate is available. Written requests for French School Completion Certificates must be made to the Student Certification Branch at: student.certification@gov.bc.ca.

Ordering Copies of a School Completion Certificate

Students may request additional copies of Certificates of Graduation and transcripts using the ministry's online ordering service at: www.bced.gov.bc.ca/transcript/

When do students meet School Completion (Evergreen) Certificate Requirements?

It is generally expected that a student will not meet School Completion Certificate requirements until the end of the Grade 12 year or later, although in some cases this may occur earlier. For additional information concerning School Completion Certificates, see the following Ministry links:

www.bced.gov.bc.ca/graduation/school_completion.htm
www.bced.gov.bc.ca/graduation/completion_id.htm

www.gov.bc.ca/education/administration/policy/student-credentials

What if a student needs their educational program to be modified half way through a semester?

The same process is followed for all students who are transferring to a different course (e.g., such as from English to Communications).

Will Grade 12 students need grade 10 and 11 LD courses for an Evergreen Certificate?

No.

Are you required now to enter all courses into TRAX in order to have a student be eligible for a Evergreen Certificate?

The transcript and the School Completion (Evergreen) Certificate are two independent documents. Transcripts may be issued to students in receipt of a School Completion Certificate. The transcript reflects the information that is provided to the Ministry through submission into TRAX. Procedures to request a SCC (Evergreen) are in the *Handbook of Procedures for the Graduation Program*.

Is it a requirement to assign a percentage to generate a letter grade for a student on an Evergreen Certificate?

Yes. Currently, schools are required to report on student progress using percentages and letter grades for all curricular areas for all students, with a notation that the grade is in relation to the goals and objectives of the IEP.

LOCALLY DEVELOPED NON-CREDIT COURSES

The following [LD courses](#) have been approved by the Surrey Board of Education and are available for entry into a student transcript.

TABLE 1 - GENERIC LOCALLY DEVELOPED COURSES

English Codes	Course Description
XSIEP 10A - H	LD IEP Modified Course 10A etc.
XSIEP 11A - H	LD IEP Modified Course 11A etc.
XSIEP 12A - H	LD IEP Modified Course 12A etc.
XLDC 10A - H	LD Locally Developed Course 10A etc.
XLDC 11A - H	LD Locally Developed Course 11A etc.
XLDC 12A - H	LD Locally Developed Course 12A etc.

TABLE 2 - ADDITIONS TO LOCALLY DEVELOPED COURSES CODE TABLE

XBE 10	LD BUSINESS EDUCATION 10
XBE 11	LD BUSINESS EDUCATION 11
XBE 12	LD BUSINESS EDUCATION 12
XCEX 10	LD CAREER EXPLORATIONS 10
XCEX 11	LD CAREER EXPLORATIONS 11
XCEX 12	LD CAREER EXPLORATIONS 12
XEN 10	LD ENGLISH 10
XEN 11	LD ENGLISH 11
XEN 12	LD ENGLISH 12
XFINA 10	LD FINE ARTS 10
XFINA 11	LD FINE ARTS 11
XFINA 12	LD FINE ARTS 12
XFN 10	LD FOODS & NUTRITION 10
XFN 11	LD FOODS & NUTRITION 11
XFN 12	LD FOODS & NUTRITION 12
XFNS 12	LD FIRST NATIONS STUDIES 12
XGEDP11	LD GED PREPARATION
XHE 10	LD HOME ECONOMICS 10
XHE 11	LD HOME ECONOMICS 11
XHE 12	LD HOME ECONOMICS 12
XINDS 10	LD INDEPENDENT - DIRECTED STUDIES 10
XINDS11	LD INDEPENDENT - DIRECTED STUDIES 11
XINDS12	LD INDEPENDENT - DIRECTED STUDIES 12
XMA 10	LD MATHEMATICS 10

XMA 11	LD MATHEMATICS 11
XMA 12	LD MATHEMATICS 12
XICTC 10	LD INFORMATION COMMUNICATION TECH 10
XICTC 11	LD INFORMATION COMMUNICATION TECH 11
XICTC 12	LD INFORMATION COMMUNICATION TECH 12
XLASD10	LANGUAGE ARTS SKILLS DEVELOPMENT 10
XLASD11	LANGUAGE ARTS SKILLS DEVELOPMENT 11
XLASD12	LANGUAGE ARTS SKILLS DEVELOPMENT 12
XLIFE 10	LD LIFE SKILLS 10
XLIFE 11	LD LIFE SKILLS 11
XLIFE 12	LD LIFE SKILLS 12
XPE 10	LD PHYSICAL EDUCATION 10
XPE 11	LD PHYSICAL EDUCATION 11
XPE 12	LD PHYSICAL EDUCATION 12
XPLAN 10	LD PLANNING 10
XSC 10	LD SCIENCE 10
XSC 11	LD SCIENCE 11
XSC 12	LD SCIENCE 12
XSS 10	LD SOCIAL STUDIES 10
XSS 11	LD SOCIAL STUDIES 11
XSS 12	LD SOCIAL STUDIES 12
XTEED 10	LD TECHNOLOGY EDUCATION 10
XTEED 11	LD TECHNOLOGY EDUCATION 11
XTEED 12	LD TECHNOLOGY EDUCATION 12
XWE 10	LD WORK EXPERIENCE 10
XWE 11	LD WORK EXPERIENCE 11
XWE 12	LD WORK EXPERIENCE 12

DEFINITION OF TERMS

TERM	DEFINITION	AUTHORITY/RESPONSIBILITY	ADDITIONAL INFORMATION
School Completion (Evergreen) Certificate	Awarded to students not eligible for a Dogwood Diploma, yet they have met School Completion Criteria. Also known as the Evergreen.	Board of Education establishes criteria. Case Managers monitor at the school level.	Student Credentials
Reporting to Ministry	All credit and non-credit coursework to be submitted to Ministry via TRAX data transfer for students Grades 10-12.	SIM Clerk , Case Managers	Course Information Book: https://www.bced.gov.bc.ca/exams/handbook/handbook_of_procedures.pdf
Locally Developed (LD) Courses	Credit or non-credit locally developed courses are suitable for students working towards a School Completion (Evergreen) Certificate. Course outcomes may be based on the IEP.	IEP Planning Team, Principal	School Completion Certification (Evergreen) Handbook (Student Support, Education Services) Handbook of Procedures for the Graduation Program (BC Ministry)
Board/Authority Authorized (BAA) Courses	Board/Authority Authorized Courses. Locally developed courses eligible towards Dogwood Diploma and SCCP	Board of Education	Ministry of Education Board/Authority Authorized Surrey Schools BAA
Modified Educational Program	Learning outcomes significantly different from Provincial curriculum.	SBT, Principal, School Psychologist, Specialist Teacher, Case Manager, Family	School Completion Certification (Evergreen) Handbook (Student Support, Education Services)
Dogwood Diploma	Awarded to students satisfying the Graduation Requirement as set out by the Ministry of Education.	Ministry of Education	Student Credentials