

School Letterhead

Date

As you know, all students must earn 22 credits in specific content areas and meet the Maryland High School Assessment (HSA) graduation requirements to achieve a Maryland diploma. In order to earn the required credits and graduate in four years, students should complete the four HSA courses prior to their senior year.

Starting with this school year, 2009–2010, students must earn the minimum number of credits as indicated on the chart below to be promoted to the next grade level. This includes all of the four HSA areas (English, Algebra, Government, and Biology). For example, in order to become an 11th grader, a student must earn a minimum of 10 course credits, including at least two credits for required mathematics courses, two credits for required English courses, one credit for required science course, and one credit for required social studies course. This sequence ensures that students will have successfully completed the four HSA courses prior to their senior year. Students who successfully complete HSA courses prior to their senior year have time to retake tests and/or complete Bridge Projects, if necessary to graduate on time.

End of:	Total Credits Needed for Promotion to Next Grade	Mathematics Credits in Required Courses	English Credits in Required Courses	Science Credits in Required Courses	Social Studies Credits in Required Courses	Other Credits
Grade 9	5	1	1	0	0	3
Grade 10	10	2	2	1	1	4
Grade 11	15	3	3	2	2	5

End of Grade 12	Total Credits Needed for Graduation	Mathematics Credits in Required Courses	English Credits in Required Courses	Science Credits in Required Courses	Social Studies Credits in Required Courses	Other Credits
Grade 12 Credit-related Graduation Requirements	22	4	4	3	3	8

All students, including students with disabilities, are expected to participate in specific courses within this timeframe. Diploma-bound students with disabilities also have the right by law to receive special education services until age 21. When Individualized Education Program teams have questions regarding the instructional programs of students with disabilities, the special education supervisor shall be consulted.

As stated in Board of Education Policy JEC, *Placement, Promotion, Acceleration*, "The final responsibility for decisions on placement, promotion, and retention of students rests with the principal..." Therefore, the principal, in consultation with the counselor and parents/guardians, may change a grade level placement when unusual circumstances occur. If you have any questions about your child's grade level placement, please contact the school counseling office at [phone number and/or e-mail address].

[Principal's Signature]