Dear Schools,

With the recent passage of [HB 3278](http://webserver1.lsb.state.ok.us/cf_pdf/2023-24%20ENR/hB/HB3278%20ENR.PDF) and [HB 2672](http://webserver1.lsb.state.ok.us/cf_pdf/2023-24%20ENR/hB/HB2672%20ENR.PDF) Oklahoma Department of Career and Technology Education wants to be a partner and a resource for all schools in Oklahoma. The change in high school graduation requirements is a shift to value all student interests and career options. Below is a list of the items we hope to provide to you.

1. Informational PowerPoint [grad-requirements.pptx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Foklahoma.gov%2Fcontent%2Fdam%2Fok%2Fen%2Fcareertech%2Feducators%2Fcounseling-and-career-development%2Fnew-grad-req%2Fgrad-requirements.pptx&wdOrigin=BROWSELINK)
2. Sample BOE agenda item language for k-12 schools that want to approve by their board to start early. (attached)
3. Sample MOU including language for the CareerTech courses for academic credit within the program and language for approved post-secondary full-time programs meeting the new criteria for TC and K-12 board to approve for credit. (attached)
4. Sample opt in form for parents prior to 25-26 school year. (attached)
5. Graduation Checklist [New Graduation Requirements (oklahoma.gov)](https://oklahoma.gov/careertech/educators/counseling-and-career-development/new-graduation-requirements.html)
6. [HB 3278](http://webserver1.lsb.state.ok.us/cf_pdf/2023-24%20ENR/hB/HB3278%20ENR.PDF) and [HB 2672](http://webserver1.lsb.state.ok.us/cf_pdf/2023-24%20ENR/hB/HB2672%20ENR.PDF)

**Timeline**

**Optional for schools or students this year**​, Section of law below

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"Beginning with the 2024-2025 school year, students whose parent or legal guardian approve modification of the existing graduation track as outlined in subsections B and C of this section, subject to school approval, may complete a minimum of twenty-three (23) curriculum units or sets of competencies at the secondary level as listed below;"​

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**Mandatory for enrolled 8th graders for the 25-26 school year**​, Section of law below

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"Beginning with students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete a minimum of the following twenty-three (23) curriculum units or sets of competencies at the secondary level:"​

**What does this mean?**

This means that prior to the change being mandatory it could be possible that a school would opt into the new criteria allowing selected students to meet those requirements while maintaining the current requirements for others. So, while the new system will allow a counseling team to move away from options of tracking students with the “College Prep/Work Ready” and “Core” in the short term there could be a third track, if a school should choose to opt in early. The school staff and parent will have 3 options to meet the student needs.

Sample language needed to move forward is provided in this document.

**You must have a School Board Action Item.** Below is example language:

**Example:**

Discussion and possible action to authorize \_\_\_\_\_\_ Public Schools to approve students, after the approval of their parent or legal guardian, to modify their existing graduation track to the new graduation requirements provided for in 70 O.S. Section 11-103.6 as authorized by House Bill 2672 (2024).

**You must also then have a parent form for approval.** Below is example language:

**Parent Permission Form for Transition to High School Graduation Requirements**

**Student Information:**

* Student's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Legal Guardian Information:**

* Parent/Legal Guardian's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Information (Phone/Email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Statement:**

I, [Parent/Legal Guardian's Name], parent/legal guardian of [Student's Name], acknowledge and approve the modification from my child’s existing graduation track to the newly enacted high school graduation requirements set forth in Oklahoma House Bills 2672 and 3278 (2024). I understand that this legislation allows students to fulfill certain graduation requirements through alternative pathways.

**Acknowledgment:**

I acknowledge that this decision may impact my child's college acceptance and access to Oklahoma's Promise. Nonetheless, after careful consideration, I believe that the newly enacted high school graduation requirements better align with my child's academic and career goals.

**Contact Information:**

Please contact me if you need any further information or have any questions regarding this matter.

* Signature of Parent/Legal Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additionally, schools using credits from a Technology Center District should also approve a resolution or MOU see sample below:

Language from the two items could be included into one resolution or separated. Each Technology Center would add their course/program list.

**Example:**

**Resolution to Transcript Math, Science and Technology Classes**  
 **Taught at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technology Center**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools and \_\_\_\_\_\_\_\_\_\_\_ Technology Center enters into an agreement, pursuant to rules set forth by the Legislature and the State Department of Education, which relates to high school graduation requirements. Under these rules, mathematics and science courses may be taught at the Technology Center, by a certified instructor, and count toward the math and science competencies required for high school graduation. The attached list (A)contains the Academic and Technology classes available at \_\_\_\_\_\_\_\_\_\_\_\_\_ Technology Center approved by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Board of Education.

Passed at a regular Board Meeting on \_\_\_\_\_\_\_\_\_\_\_\_

Signed: Board President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Example:**

**Resolution to Transcript Credits Earned from Approved Full Time Programs**  
 **Taught at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technology Center**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technology Center enters into an agreement, pursuant to rules set forth by the Legislature and the State Department of Education, which relates to high school graduation requirements. Under these rules, mathematics and science requirements for high school graduation may be earned by completion of an approved full-time postsecondary career and technology program. The attached list (B) contains the approved programs available at \_\_\_\_\_\_\_\_\_\_\_\_\_ Technology Center.

Passed at a regular Board Meeting on \_\_\_\_\_\_\_\_\_\_\_\_

Signed: Board President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional information:**

**SDE Course Submission Requirements for Math and Science Credits:**

* 1. New courses intended to fulfill math and science credits, developed by local districts, and lacking an OCAS number, must be submitted to SDE by July 1st. For the current school year, newly developed courses cannot be utilized, as no submissions were made to SDE from any district in the state. They do not require SDE approval.
  2. Fortunately, all our full-time post-secondary programs already possess OCAS codes and are approved. Thus, you may use them to satisfy the math or science requirements this school year for those of you who opt-in to utilize the new graduation requirements. (Please find your approved courses with OCAS codes from your Technology Center).

**Transcription of Technology Center Courses for Math and Science Credit with the NEW requirements:**

* 1. A CareerTech program cannot satisfy both a 3rd or 4th Math and a 3rd Science in the same year.
  2. This option may not meet college admission standards, Oklahoma Promise, or NCAA requirements.
  3. Students should not be discouraged from taking additional college preparatory math courses. (Historically about 52% of our students attend college.)
  4. ***How to show on transcript:*** If a student has chosen a career pathway and is taking a three-hour career and technology program in place of a third or fourth math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third or fourth math requirement for graduation has been **satisfied** by [course or program name/code]. Additionally, the program will satisfy two pathway units per year completed.

**Transcription Example:** Mark the CT course with an \* then denote what the \* means on the transcript.

*9707 Welding MN \**

*\*Student satisfied 3rd math credit with approved 3-hour CareerTech program.*

*A student taking an SDE-coded math or science course at a CareerTech should have grades reflected on their transcript the same way as the grade would be if the student were taking this course at their local High School.*

We are here to help! Sincerely, Brent Haken State Director – Oklahoma CareerTech