



Graduation Requirement Audit Procedure

To verify a student's progress towards graduation, The Maritime Academy of Toledo follows a multi-step procedure centered on a comprehensive graduation audit. This process requires extensive documentation and involves collaboration between the student, the career advisor, administration, intervention specialist and the parent or guardian. The procedure for verifying student progress towards completion of all graduation requirements begins in the student's ninth grade year and will continue in a cycle throughout the student's senior year.

Each year the following will occur:

1. The student will be given the Student/Parent Handbook along with appropriate grade level class requirements.
2. The student will be registered for the appropriate courses based on current graduation progress.
3. Student record review and graduation requirement audit will be completed by the career advisor.

Once the request is received, the career advisor conducts a comprehensive audit of the student's academic record utilizing PowerSchool and records received from prior schools. PowerSchool has the most up to date information about the student. The career advisor will review the student's Graduation Plan to determine the student's progress and/or deficiencies towards graduation. The career advisor will note any missing requirements and make adjustments to the student's final class schedule.

4. Determine if the student requires a success plan due to deficiencies. If the student has deficiencies due to: failing grades, excessive absences or tardies, a history of in-school or out-of-school discipline such as suspension and/or expulsion, or other impediments to student progress, the career advisor will schedule a review meeting to complete a success plan.
5. If a success plan is created, it will be shared with the appropriate staff for implementation and monitoring. Plans will be monitored by the career advisor and reviewed annually. Credit recovery can be completed via PLATO courseware online, PLATO courseware paper packets, taking the course in person, and credit flex options.



Process for Enrolling and Withdrawing Student

The Maritime Academy of Toledo uses a group email account, manewstudent@maritimeacademy.us is being used to improve communication regarding newly enrolled and withdrawn students.

Purpose:

This group email will serve as our primary communication tool to notify critical departments (such as IT, Career Councilor, EMIS Coordinator, Administration, Special Education department, etc.) whenever there is a new enrollment or a student withdrawal. By using this group email, we can ensure that all key individuals are kept in the loop and can update their records and workflows accordingly.

Guidelines for Use:

1. Who Should Use the Email:

The individual who initiates or approves a new student enrollment or withdrawal is the primary person responsible for sending the notification to the group. This could include secretaries, EMIS coordinators, or administrative staff responsible for student records.

2. What to Include in the Email:

Please make sure to include the following information in your email:

Subject: New Student or Student Withdraw

Body of the email should include the following information:

- Student's Full Name
- Student ID from PowerSchool
- Student Address
- Grade Level
- Date of Enrollment or Withdrawal
- Reason for withdrawal
- District the student is enrolling from or withdrawing to
- Alternatives recommended
- If student is on an IEP/504

3. Who Receives These Notifications:

The group email includes representatives from the following departments:

- Administration
- Career Advisor
- EMIS Coordinator
- IT Department
- Business Manager's office
- Secretaries

Timely communication ensures that all departments can efficiently update their systems, maintain compliance, and avoid any disruption to services.



Special Education Testing Exemptions

All students, including students with disabilities, must participate in required statewide tests at designated grades. However, a student with a disability may be exempt from taking any particular test required as part of any statewide testing program if the student's IEP or Section 504 plan exempts him or her from taking that test. Exempt students must take the state test under the exempt status at the given grade level or participate in one or more alternate assessments approved by the State Department of Education. To the extent possible, students should not be exempted from taking a prescribed test unless no reasonable accommodation can be made to enable the student to take the test. Any student granted an exemption, shall take all other prescribed tests unless specifically exempted from those tests. For any student who takes a test, the student's IEP or Section 504 plan shall indicate any reasonable accommodation permitted.

State law says that all students must take the Algebra I (or Integrated Math I) and English language arts II end-of-course tests or the mathematics and English language arts alternate assessments. If a student does not obtain a "competency" score of 684 on the end-of-course exams or a score of Basic on the alternate assessments, the student must be offered and receive remedial support from the student's district or school and retake the test(s) or assessment(s) for which they did not meet the required score. Students have several other options through which they can demonstrate competency beyond Ohio's state tests or alternate assessments. If the student on an IEP still does not attain the required score, the IEP team may exempt the student from the requirement to demonstrate competency (on either end-of-course exams or alternate assessments) for the subject area not passed per Ohio Revised Code 3313.61 (L) or the student may choose from any other pathways to demonstrate competency.

It is recommended that the IEP team fully explore student participation in one of the four alternative demonstrations of competency prior to exemption from this component. This ensures that students have access to all options available to their typical peers that may increase opportunities for post-school engagement and success.



Success Plan

Student Name:

Is the student on an IEP? Yes or No

What grade are you in?

6 7 8 9 10 11 12

Today's Date:

1. Which requirement for a success plan do you meet? (Circle 1)

"F" in a core class (ss, science, math, ELA)

2 "F"'s in electives

38+ hours (6 days) missing from class

N/A

2. Obstacles to my success (Circle all that apply)

Better time management

I feel overwhelmed

I have a situation at home that makes learning difficult

I need extra help in my classes

I struggle getting to school

Other:

3. Identify at least two support people (teachers, administration, other staff) at The Maritime Academy of Toledo that can help support your path to success.

4. Identify your FIRST support person (Neighbors, friends, family members, community leaders, church members, etc.) that can help support your path to success.

5. Create an academic SMART goal for yourself to be a successful Maritime Student (S: Specific, M: Measurable, A: Achievable, R: Relevant, T: Timely) [see examples]

6. Create a behavioral SMART goal for yourself to be a successful Maritime Student (S: Specific, M: Measurable, A: Achievable, R: Relevant, T: Timely) [see examples]

7. What is your career interest?

Student's Name/Signature Agreeing to Success Plan

Name

Signature



Maritime Academy Graduation Plan

BASIC INFORMATION

Student Name:				SSID:		Graduating Class:	
Career Field Interests:							
Date Updated:	Grade 9:	Grade 10:	Grade 11:	Grade 12:			

POST-HIGH SCHOOL GOALS

Please note if the student plans to pursue college (and type), work (and industry sector), military or something else. Please be as specific as possible. Examples: "I plan to further my education and enroll in a community college," or "I plan to find a full-time job in customer service."

Goal:

Supports needed to achieve this goal:

REQUIRED CREDITS (22)

Note: Districts and schools may have requirements that exceed the state minimums outlined below. A student must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts* (during grades 7-12). *Fine arts may not be required for a student in a career-tech program unless it is a component of local course requirements.

Subjects	Middle School	9th Grade	10th Grade	11th Grade	12th Grade	Credit Tracker		
						Min Req	Earned	Needed
English						4		
Mathematics						4		
Social Studies						2.5		
Science						3		
Health						0.5		
Physical Education						0.5		
Economics/Financial Literacy						0.5		
Fine Arts						1		
Electives						5		
Senior Project						1		
Credit Totals						22		

ASSESSMENTS: *Reminder, students must take all end-of-course assessments

Algebra I (or equiv)	Date Taken:	Score:	Geometry	Date Taken:	Score:
English/Language Arts II	Date Taken:	Score:	Biology	Date Taken:	Score:
American History	Date Taken:	Score:	Substitute Science		
American Government	Date Taken:	Score:	Substitute Soc Stud		

DEMONSTRATION OF COMPETENCY

A student will demonstrate competency in the foundational areas of English language arts and mathematics by earning a passing score of **684** on Ohio's high school Algebra I and English II tests. If a student does not earn this score after remediation and a second attempt at the test, the student may demonstrate competency in another way (see "Competency Alternatives").

Algebra I			English II		
Score:			Score:		
Test Date:			Test Date:		
Demonstrates Competency?	Yes	No	Demonstrates Competency?	Yes	No
Support Provided:			Support Provided:		
Retest Score:			Retest Score:		
Retest Date:			Retest Date:		
Demonstrates Competency?	Yes	No	Demonstrates Competency?	Yes	No

COMPETENCY ALTERNATIVES

If a student does not receive a competency score of 684 on Algebra I and English II, the student must demonstrate competency through one of the following three options.

Option 1: Career-Focused Activities

Complete two career-focused activities, at least one of which must be Foundational.

Foundational Skills (choose at least 1)		Supporting Skills	
Industry-Recognized Credential		Work-Based Learning (250 hours)	
Credential Earned:		Planned Experience:	
Date Earned:		Date Earned:	
WebXams		OhioMeansJobs-Readiness Seal	
Exam Scores:		Mentors:	1) 2) 3)
Date Earned:		Date Earned:	
Pre-Apprenticeship and Apprenticeship		WorkKeys Assessment	
Contact Name:		Applied Math Score:	Date Taken: Score:
Contact Email:		Graphic Literacy Score:	Date Taken: Score:
Contact Phone:		Workplace Documents:	Date Taken: Score:
Company/Employer:		Total Score:	

Option 2: Military Enlistment

Show evidence the student has signed a contract to enter a branch of the U.S. armed services upon graduation.

ASVAB Test: A student must earn the required score for the branch the student wishes to enter to receive a DD Form 4 enlistment contract.

SCORES FOR EACH BRANCH				Documentation Submitted:	
AIR FORCE: 31	NAVY: 35	ARMY: 31	MARINES: 32	COAST GUARD: 36	
Score:		Test Date:		Date Submitted:	

Option 3: College Credit Plus

Earn College Credit Plus credit for one college-level math and/or college-level English.

CCP English Course		CCP Math Course	
Course Name:		Course Name:	
Grade:		Grade:	
Date Earned:		Date Earned:	

DEMONSTRATION OF COLLEGE AND CAREER READINESS

A student will demonstrate readiness for the post-high school path by earning two diploma seals, one of which must be state-defined. The seals are listed below:

State-Defined Diploma Seals: (choose at least 1)				Locally Defined Seals:	
Seal	Options	Seal	Options	Seal	Options
Science Seal:	Proficient on Biology EOC Exam	Technology Seal	"2" or Higher on AP or IB Score	Community Service Seal	Complete a community service project aligned with locally approved guidelines
	"2" or Higher AP or IB Score		"B" or higher in qualifying CCP Course		
	"B" or higher in qualifying CCP course		Completing local course		
Citizenship Seal	Proficient on Am Hist and Gov EOC Exams	State Seal of Biliteracy	Students must show proficiency in English and high levels of proficiency in a second language		
	"2" or Higher AP or IB Scores (Both)				
	"B" or higher in qualifying CCP courses (Both)				
Military Enlistment Seal	Provide evidence of enlistment in the military	Honors Diploma Seal	Earn any of Ohio's Honors Diplomas	Student Engagement Seal	Participate in extracurricular activities to a meaningful extent as determined by locally approved guidelines
	OR				
	Participate in a JROTC Program for 2 years				
Industry-Recognized Credential Seal	Earn 12 points of industry-recognized credentials from a single career field	College-Ready Seal	Earn a remediation-free score on the ACT or SAT		
OhioMeansJobs-Readiness Seal	Show aptitude in 15 professional skills, as endorsed by three mentors.				

Student-Earned Seals

The student and counselor should track the progress of earning seals to remain on track for graduation. **One of the chosen seals MUST be a state-defined seal.** A student can earn more than two seals if the student chooses to do so.

Name of Seal (1):	Name of Seal (2):
How the student will earn the seal:	How the student will earn the seal:
Date Completed:	Date Completed:
Additional Seals Earned:	

FAFSA: Free Application for Student Aid

FAFSA helps you plan to pay for college before it even starts. FAFSA allows you to apply for federal grants, work-study and loans all in one place with a free application.

<https://studentaid.gov/h/apply-for-aid/fafsa>

Student Completed Application: