



5392

## Diplomas

*Policy 5392*

Original Adoption: 06/12/1984  
Revision Dates: 12/11/2012

Effective Date: 12/12/2012

---

### I. PURPOSE

A diploma from a high school is a legal document certifying that the recipient has successfully completed the requirements for graduation imposed by the institution granting it. Employers, post-secondary institutions, the military and others depend on the representations that such a document makes regarding the recipient. The Board of Directors of the District has a public trust to maintain with respect to the diplomas awarded under its auspices. The purpose of this policy is to establish rules surrounding the award and form of a high school diploma from the Minneapolis Public Schools.

### II. GENERAL STATEMENT OF POLICY

- A. A diploma will be awarded by the high school of attendance to those students who have:
1. met the district's graduation requirements; or
  2. satisfactorily attained the objectives in their Individualized Education Program (IEP) for students who qualify for special education services; or
  3. satisfactorily attained the requirements for graduation included in their section 504 Individual Accommodation Plan (IAP).
- B. Students who complete their graduation requirements at a district contracted alternative school, or through another graduation incentive program offered through the district, may receive their diploma from:
1. the district high school of their last attendance where they earned credits toward graduation or a general Minneapolis Public School diploma at their election or
  2. a diploma from the Minneapolis Public Schools that does not designate a specific high school if the student
    - (a) has not been enrolled, or attended, or earned credits at a district high school or
    - (b) is not resident in the City of Minneapolis.
- C. The name of the student on the district awarded diploma shall be the legal name of the student as entered on the student's official district records, however, middle names may be abbreviated or eliminated at the request of the student or the parent of a minor student. Any other name change request must follow the procedures for changing a student's name on the district records of enrollment.
- D. Students who are enrolled in District authorized Charter Schools shall receive their diplomas from the school of their enrollment.
- E. Alumni of a Minneapolis Public School may request a replacement diploma or a diploma issued in a different name upon payment of the costs of such a diploma,



presentation of proof of identity and, for those requesting a different name on the replacement diploma than the originally issued diploma, a court order authorizing the applicant's name change.

**III. RESPONSIBILITY**

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. The principal or site administrator of each high school, contract alternative school, or other graduation incentive program offered through the district, shall cause diplomas to be ordered for graduating students enrolled in their school.

***Legal References:***

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.024 (Graduation Requirements: Course Credits)  
Minn. Stat. § 123A.06 (Center Programs and Services)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 125A.04 (High School Diploma)

***Cross References:***

MPS Policy 5390 (Graduation Ceremonies)  
MPS Policy 5391 (Graduation Requirements)

MPS Regulation 5392 A (Special Issuance of Diplomas)  
MPS Regulation 5392 B (Year of Diploma)