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Course Requirements

This spreadsheet offers a simple method for tracking courses and ensuring that students meet all graduation requirements. To use the spreadsheet:

- 1) Under each subject area, indicate the course name and course code when a student enters a class.
- 2) Indicate if the course is Honors (H), Advanced Placement (AP), Dual Credit (DC), or Distance Learning (DL) in column D.
- 3) Once the student completes the course, indicate the date of completion (column E) and the number of credits earned (column F). The total number of credits the student has earned in that subject area will automatically update.
- 4) The sum of all course credits will automatically update at the bottom of the spreadsheet.

Assessment Requirements

This sheet outlines the possible methods a student may employ to demonstrate competency in all five (5) subject areas of reading, math, science, writing, and social studies. All possible assessments and their passing scores are listed.

For reading, writing, math, and science, students must take at least two administrations of the PARCC graduation assessments and SBA Science before using an ADC. However, students may take an EoC after completing any high school level course and may bank a passing score to employ at a later date in case they do not pass the SBA or PARCC in a subject area.

Students who complete credit requirements but do not meet assessment requirements are eligible for a Certificate of Completion. These students have five (5) years past exiting high school to pass assessments in the required subjects and earn a New Mexico Diploma of Excellence.

The requirement that students complete a mathematics course at or above the level of Algebra II prior to graduation may only be waived upon submission by the student's parent or guardian of written, signed permission for the student to complete a lesser mathematics unit. However, any student who uses the Algebra I EoC for graduation purposes is not eligible for the waiver and must pass Algebra II to meet graduation course requirements.

Students may retake an EoC a set number of times. For reading, math, and science courses, students may take an EoC twice. For social studies and writing EoCs, students may take an EoC three times. For example, students may take a Biology EoC twice, but if they do not pass, they may not retake another Biology EoC; they may take a Chemistry EoC (twice).

To use this spreadsheet:

- 1) Enter student name on line 2 and input the highest student score for each assessment taken. Scores go in the green boxes.
- 2) If a student achieves a passing score, highlight that score yellow.
- 3) For EoCs, indicate the applicable cut score to determine if a student has passed. Passing scores for EoCs are version-dependent. Guidance regarding EoC passing scores is sent regularly from the PED after standard setting processes.
- 4) Students on the career option may have individualized passing scores established by the IEP team for the SBA and EoCs. Indicate these individualized passing scores and the student actual scores in the appropriate boxes.

Please note that these spreadsheets reflect state-level requirements. Districts or charter schools may augment them as necessary to reflect local requirements.

Graduation Checklist for 2017 Cohort: Credit Requirements

At least one course must be Honors (H), Advanced Placement (AP), Dual Credit (DC), or Distance Learning (DL). Distance Learning is not Credit Recovery and cannot be counted as such. Please list which course(s) meets this requirement by placing an H, AP, DC, or DL in the box when completed. Final examinations shall be administered to all students in all classes offered for credit.

Student Name: _____

English Language Arts	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: 4 credits of English with major emphasis on grammar, nonfiction writing, and literature. Options: English Language Arts (ELA) 1 (1001), ELA 2 (1002), ELA 3 (1003), ELA 4 (1004). AP courses covering the required content are also permitted.	
	Total Credits: English Language Arts						0

Math	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: 4 credits of math in high school including Algebra II (or equivalent) unless excused in junior Next Step Plan*. Options: Pre-Algebra (2021)**, Algebra I (2031), Geometry (2034), Applied Math (2024), Algebra II (2041), Algebra II/Trig (2044), Financial Literacy (2097), Integrated Pathway: Math I (2080), Integrated Pathway: Math II (2081), Integrated Pathway: Math III (2083), AP Courses, and courses at a higher level than Algebra II. *Students who use the Algebra I EoC score to meet Assessment Requirements may not waive Algebra II. **Ninth Grade Pre-Algebra will no longer be an option for high school credit beginning with the 2019 cohort.	
	Total Credits: Math						0

Social Studies	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: 3.5 credits to include US History and Geography, World History and Geography, Government and Economics, and 0.5 credit of NM History. Options: US History and Geography (2729), World History and Geography (2706), 0.5 US Government (2730), 0.5 Economics (2741), 0.5 NM History (2717). AP courses covering the required content are also permitted.	
	Total Credits: Social Studies						0

Graduation Checklist for 2017 Cohort: Credit Requirements

Student Name:

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: 3 credits of science, two of which must have a laboratory component. Options: Secondary courses under STARS codes in the 1700s.
Science						
	Total Credits: Science					

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: One unit in physical education. Option: 2305.
Physical Education						
	Total Credits: Physical Education					

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: One unit in a career cluster course, workplace readiness or a language other than English.
Career Cluster, Workplace Readiness, Language						
	Total Credits: CC, WR, Language					

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: 7.5 elective units that meet department content and performance standards. Options: student service learning, pre-apprenticeship programs, media literacy, additional courses in core subjects, and numerous other options.
Electives						
	Total Credits: Electives					

	Course Name	Course	H, AP, DC, DL	Date Completed	E, MS	Requirement: one course (0.5 or 1 credit) of Health (1401), either as an elective unit above (E) or as completed in Middle School (MS)
Health						
	Total Credits: Health					

Graduation Checklist for 2017 Cohort: Credit Requirements

Student Name:

Other	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Districts and charter schools may add additional courses to reflect local credit requirements for graduation.
	Total Credits: Other					

Total High School Credits	0	Required: 24 Credits
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Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: EoC			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Reading	PARCC ELA III**	725 (Level 3)		ELA III: Reading V6	14		AP Eng Lang/C	3	
	PARCC reading subscore (if ELA III <725)	42		ELA IV: Reading V3	15		AP Eng Lit/C	3	
							PLAN Reading	18	
							ACT Reading	22	
							ACT ASPIRE - Reading	428	
							PSAT Reading	45	
							PSAT/NMSQT Evidence Based Reading & Writing	360	
							SAT Reading	500	
							SAT/NEW Reading/Writing	480	
							ACCU Reading	82	
Career Option*	Passing Score	Student Score	Career Option*	Passing Score	Student Score	COMP Reading	88		
						SATSUB Lit	574		

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: EoC			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Math	PARCC Geometry**	725 (Level 3)		Algebra I* V3	18		AP Calculus	3	
	PARCC Algebra II**	725 (Level 3)		Math ADC V3	16		AP Statistics	3	
	PARCC Integ. Math II**	725 (Level 3)		Algebra II V6	14		PLAN Math	19	
	PARCC Integ. Math III**	725 (Level 3)		Integrat. Math III V3	17		ACT Math	22	
							ACT ASPIRE - Math	432	
				Geometry V3	18		PSAT Math	47	
							PSAT/NMSQT Math	470	
				Pre-Calculus V4	16		SAT Math	500	
							ACCU Elem Alg	80	
	Career Option*	Passing Score	Student Score	Career Option*	Passing Score	Student Score	ACCU C - L Math	50	
							COMP Math	52	
				*Students who use the Algebra I EoC score to meet Assessment Requirements may not waive the Algebra II course requirement.			IB Math	4	
							SATSUB Mvl 1	587	
			SATSUB Mvl 2				647		

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: EoC			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Science	SBA - Grade 11**	1138		Anatomy & Physiology V2	26		AP Biology	3	
				Biology V7	27		AP Chemistry	3	
				Chemistry V8	24		AP Computer Sc	3	
				Environmental Science V1	26		AP Env. Science	3	
				Physical Science V1	29		AP Physics (any)	3	
				Physics V3	24		PLAN Science	20	
							ACT Science	23	
							ACT ASPIRE - Science	432	
							IB Exp Sciences	4	
							SATSUB Ecological Bio	593	
							SATSUB Molecular Bio	624	
							SATSUB Chem	642	
							SATSUB Physics	632	

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: EoC			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Writing	PARCC ELA III**	725 (Level 3)		ELA III: Writing V6	24		AP Eng Lang/C	3	
	PARCC writing subscore (if ELA III <725)	31		ELA IV: Writing V3	26		AP Eng Lit/C	3	
							PLAN English	15	
							ACT English	18	
							ACT ASPIRE - English	428	
							ACT ASPIRE- Writing	428	
							PSAT Writing	45	
							PSAT/NMSQT Evidence Based Reading & Writing	360	
							SAT Writing	500	
							SAT/NEW Reading/Writing	480	
							ACCU Writeplacer	6	
							ACCU Sent Skills	83	
							COMP Writing Skills	77	
							COMP Essay 2—12	9	
							COMP Essay 2-8	7	

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name: _____

Subject	Initial Demonstration of Competency			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Social Studies	US History V7	31		AP Art History	3	
	Economics V4	23		AP Euro History	3	
	NM History V4	18		AP Gov/Politics	3	
	World Hist/Geog V3	25		AP Human Geography	3	
	US Government V5	24		AP Macroeconomics	3	
				AP Microeconomics	3	
				AP Psychology	3	
				AP US History	3	
				AP World History	3	
				IB Ind and Soc	4	
				SATSUB US History	610	
				SATSUB World History	589	

Acronyms	Definitions
SBA	Standards Based Assessment
EoC	End-of-Course Exam
CCR	College and Career Readiness
PARCC	Partnership for Assessment of Readiness in College and Career
AP	Advanced Placement
COMP	COMPASS
PLAN	ACT PLAN
ACT	American College Test
ACT ASPIRE	ACT ASPIRE
ACCU	ACCUPLACER
IB	International Baccalaureate
PSAT	Preliminary SAT
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test
SAT	Scholastic Aptitude Test
SAT/NEW	Scholastic Aptitude Test (NEW)

<p>* Career Option individualized cut scores are only available to special education students with an IEP indicating Career Option.</p>	<p>PSAT – Before November 2015 PSAT/NMSQT – After November 2015 SAT – Before March 2017 SAT/NEW – After March 2017</p>
<p>** In general, 2017 Cohort members take PARCC and SBA graduation assessments in Spring 2016 as juniors, and as a Senior retest in Fall 2016 (if necessary) to fulfill two required attempts.</p>	<p>PLAN - Before August 2015 ACT ASPIRE - After July 2015</p>

Graduation Checklist for 2017 Cohort: Credit Requirements

At least one course must be Honors (H), Advanced Placement (AP), Dual Credit (DC), or Distance Learning (DL). Distance Learning is not Credit Recovery. Please list which course(s) meets this requirement by placing an H, AP, DC, or DL in the box when completed. Final examinations shall be administered to all students in credit.

Cohort is the intended grad year based on 9th grade admission, not the year of graduation.

Student Name: Bailey Buttons

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	
English Language Arts	ELA 1	1001		5/13	1	Requirement: 4 credits of English with major emphasis on grammar, nonfiction writing, and literature. Options: English Language Arts (ELA) 1 (1001), ELA 2 (1002), ELA 3 (1003), ELA 4 (1004). AP courses covering the required content are also permitted.
	ELA 2	1002		5/14	1	
	ELA 3	1003		5/15	1	
	ELA 4	1004				
	Total Credits: English Language Arts					

Complete Date and Credit # columns once student passes the course.

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	
Math	Algebra I	2031		5/13	1	Requirement: 4 credits of math in high school including Algebra II (or equivalent) unless excused in junior Next Step Plan*. Options: Pre-Algebra (2021)**, Algebra I (2031), Geometry (2034), Applied Math (2024), Algebra II (2041), Algebra II/Trig (2044), Financial Literacy (2097), Integrated Pathway: Math I (2080), Integrated Pathway: Math II (2081), Integrated Pathway: Math III (2083), AP Courses, and courses at a higher level than Algebra II. *Students who use the Algebra I EoC score to meet Assessment Requirements may not waive Algebra II. **Ninth Grade Pre-Algebra will no longer be an option for high school credit beginning with the 2015
	Geometry	2034		5/14	1	
	Algebra II	2041		5/15	1	
	Financial Literacy	2097	DL			
	Total Credits: Math					

Indicate H, AP, DC or DL where applicable.

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	
Social Studies	U.S. History and Geography	2729		5/13	1	Requirement: 3.5 credits to include US History and Geography, World History and Geography, Government and Economics, and 0.5 credit of NM History. Options: US History and Geography (2729), World History and Geography (2706), 0.5 US Government (2730), 0.5 Economics (2741), 0.5 NM History (2717). AP courses covering the required content are also permitted.
	World History and Geography	2706		5/14	1	
	NM History	2717		12/14	0.5	
	U. S. Government	2730		5/15	0.5	
	Economics	2741				
	Total Credits: Social Studies					

Add lines where necessary for additional courses in a subject area. When adding lines, be sure to update the SUM formula in box F64.

Graduation Checklist for 2017 Cohort: Credit Requirements

Student Name: Bailey Buttons

Science	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: 3 credits of science, two of which must have a laboratory component. Options: Secondary courses under STARS codes in the 1700s.
	Biology	1711		5/13	1	
	Chemistry	1721		5/14	1	
	Physics	1731		5/15	1	
Total Credits: Science					3	

Physical Education	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: One unit in physical education. Option: 2305.
	Physical Education	2305		5/14	1	
Total Credits: Physical Education					1	

Career Cluster, Workplace Readiness, Language	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: One unit in a career cluster course, workplace readiness or a language other than English.
	Intro to Agriculture	0133		5/13	1	
Total Credits: CC, WR, Language					1	

Electives	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Requirement: Five units that meet department content and performance standards. Options include service learning, pre-apprenticeship programs, media literacy, additional core subjects, and numerous other options.
	Creative Writing	1021		12/13	0.5	
	Wildlife/Forestry Management	0182		5/13	1	
	Multicultural Studies	0814		5/14	1	
	Drivers Education	0818		5/14	1	
	Physiology of Exercise	2351		5/15	1	
	Teacher Aide	0823		5/15	1	
	Accounting	0207				
	Environmental Science	1751				
	Health	1401		12/13	0.5	
Total Credits: Electives					6	

Additional career cluster courses in a pathway should be listed under Electives to account for the required number of elective credits .

Additional courses in core subjects should also be listed under Electives, as should Health courses taken during high

Health	Course Name	Course	H, AP, DC, DL	Date Completed	E, MS	Requirement: one course (0.5 or 1 credit) of Health (1401), either as an elective unit above (E) or as completed in Middle School (MS)
					E	

Graduation Checklist for 2017 Cohort: Credit Requirements

Student Name: Bailey Buttons

Other	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	Districts and charter schools may add additional courses to reflect local credit requirements for graduation.	
	Total Credits: Other						0

Total High School Credits	20	Required: 24 Credits
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Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: EoC			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Reading	PARCC ELA III**	725 (Level 3)		ELA III: Reading V6	14	20	AP Eng Lang/C	3	
	PARCC reading subscore (if ELA III <725)	42	42	ELA IV: Reading V3	15		AP Eng Lit/C	3	
							PLAN Reading	18	
							ACT Reading	22	20
							ACT ASPIRE - Reading	428	
							PSAT Reading	45	
							PSAT/NMSQT Evidence Based Reading & Writing	360	
							SAT Reading	500	
							SAT/NEW Reading/Writing	480	
							ACCU Reading	82	
						COMP Reading	88		
						SATSUB Lit	574		
	Career Option*	Passing Score	Student Score	Career Option*	Passing Score	Student Score			

Students may bank passing EoC scores but must still try to pass the SBA and PARCC with all available administrations. A student may end up with more than 1 demonstration of competency for a subject area. See the **Alternative Demonstration of Competency (ADC) Manual** for passing scores for previous versions not listed here.

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: EoC			ADC: CCR Indicators					
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score			
Math	PARCC Geometry**	725 (Level 3)	727 (3)	Algebra I* V3	18		AP Calculus	3				
	PARCC Algebra II**	725 (Level 3)		Math ADC V3	16		AP Statistics	3				
	PARCC Integ. Math II**	725 (Level 3)		Algebra II V6	14		PLAN Math	19				
	PARCC Integ. Math III**	725 (Level 3)		Integrat. Math III V3	17		ACT Math	22	23			
							ACT ASPIRE - Math	432				
				Geometry V3	18		PSAT Math	47				
							PSAT/NMSQT Math	470				
				Pre-Calculus V4	16		SAT Math	500				
										SAT/NEW Math	530	
										ACCU Elem Alg	80	
	Career Option*	Passing Score	Student Score	Career Option*	Passing Score	Student Score	ACCU C - L Math	50				
							COMP Math	52				
				*Students who use the Algebra I EoC score to meet Assessment Requirements may not waive the Algebra II course requirement.			IB Math	4				
										SATSUB Mvl 1	587	
										SATSUB Mvl 2	647	

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: EoC			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Science	SBA - Grade 11**	1138	1132	Anatomy & Physiology V2	26	18	AP Biology	3	
				Biology V7	27		AP Chemistry	3	
				Chemistry V8	24		AP Computer Sc	3	
				Environmental Science V1	26	27	AP Env. Science	3	
				Physical Science V1	29		AP Physics (any)	3	
				Physics V3	24		PLAN Science	20	
							ACT Science	23	20
							ACT ASPIRE - Science	432	
							IB Exp Sciences	4	
							SATSUB Ecological Bio	593	
							SATSUB Molecular Bio	624	
							SATSUB Chem	642	
							SATSUB Physics	632	

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			Initial Demonstration of Competency			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Writing	PARCC ELA III**	725 (Level 3)	724	ELA III: Writing V6	24		AP Eng Lang/C	3	
	PARCC writing subscore (if ELA III <725)	31	32	ELA IV: Writing V3	26		AP Eng Lit/C	3	
							PLAN English	15	
							ACT English	18	
							ACT ASPIRE - English	428	
							ACT ASPIRE-Writing	428	
							PSAT Writing	45	
							PSAT/NMSQT Evidence Based Reading & Writing	360	
							SAT Writing	500	
							SAT/NEW Reading/Writing	480	
							ACCU Writeplacer	6	
							ACCU Sent Skills	83	
							COMP Writ Skills	77	
							COMP Essay 2-12	9	
							COMP Essay 2-8	7	

Graduation Checklist for 2017 Cohort: Assessment Demonstrations of Competency

Student Name:

Subject	Initial Demonstration of Competency			ADC: CCR Indicators		
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score
Social Studies	US History V7	31	31	AP Art History	3	
	Economics V4	23		AP Euro History	3	
	NM History V4	18		AP Gov/Politics	3	
	World Hist/Geog V3	25		AP Human Geography	3	
	US Government V5	24		AP Macroeconomics	3	
				AP Microeconomic	3	
				AP Psychology	3	
				AP US History	3	
				AP World History	3	
				IB Ind and Soc	4	
				SATSUB US History	610	
				SATSUB World History	589	
		Career Option*	Passing Score	Student Score		

Acronyms	Definitions
SBA	Standards Based Assessment
EoC	End-of-Course Exam
CCR	College and Career Readiness
PARCC	Partnership for Assessment of Readiness for College and Careers
AP	Advanced Placement
COMP	COMPASS
PLAN	ACT PLAN
ACT	American College Test
ACT ASPIRE	ACT ASPIRE
ACCU	ACCUPLACER
IB	International Baccalaureate
PSAT	Preliminary SAT
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test
SAT	Scholastic Aptitude Test
SAT/NEW	Scholastic Aptitude Test (NEW)

<p>* Career Option individualized cut scores are only available to special education students with an IEP indicating Career Option.</p>	<p>PSAT – Before November 2015 PSAT/NMSQT – After November 2015 SAT – Before March 2017 SAT/NEW – After March 2017</p>
<p>** In general, 2017 Cohort members take PARCC and SBA graduation assessments in Spring 2016 as juniors, and as a Senior retest in Fall 2016 (if necessary) to fulfill two required attempts.</p>	<p>PLAN - Before August 2015 ACT ASPIRE - After July 2015</p>

Indicates passing score