TO: Registrars

FROM: Carmen McKenzie, Data and Research Manager, SBCTC

DATE: May 1st, 2014

SUBJECT: Coding High School 21+ Completions

This memo is intended to clarify the new program code used for High School 21+ completions.

Background
High School 21+ is a competency-based high school diploma program for students that are 21 years of age or older. An advisor will look at transcripts and knowledge gained from life experience and work with the student to craft an educational plan to fill in the gaps. To receive a diploma, students must demonstrate competency in reading, writing, and math in the context of science, history, government, occupational studies, and digital literacy. Students can demonstrate their knowledge in several ways, including work, life, and military experience; a prior learning portfolio, and high school and college transcripts. Students are eligible for the basic skills tuition rate of $25 per quarter for basic skills courses.

For more information related to High School 21+ is available here:
https://www.sbctc.edu/colleges-staff/programs-services/high-school-21-plus/default.aspx

Coding
High School 21+ high school completions should be coded on the student’s transcript (screen SM6009) as an Exit Code 6 with an Educational Program Code (EPC) of “H21” and a CIP Code of 32.0208. The completion should be recorded in the YRQ that it was awarded to the student.

Before you can use EPC H21, you must first add it to the EPC table on screen SM5006.

For more information regarding coding, please contact Carmen McKenzie at 360-704-4369, or cmckenzie@sbctc.edu