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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.

Students must attempt the initial demonstration of competency before moving on to an ADC except in writing. For writing, achieving a cut score on a CCR indicator meets graduation requirements and the student does not need to take an additional assessment.

For reading, math, and science, students must take all available administrations of the HSGA or PARCC 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. Please note that implementing the Algebra I EoC to fulfill the math assessment requirements negates the parental permission to waive the Algebra II completion requirement. Any student who uses the Algebra I EoC for graduation purposes 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) Input student scores for all assessments. 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 2016 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 2016 Cohort: Credit Requirements

Student Name: _____

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.
	Total Credits: Science					

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

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.
	Total Credits: CC, WR, Language					

Electives	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.
	Total Credits: Electives					

Graduation Checklist for 2016 Cohort: Credit Requirements

Student Name:

	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.
Other						
	Total Credits: Other				0	

Total High School Credits	0	Required: 24 Credits
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Graduation Checklist for 2016 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	SBA reading (Gr. 10, Spr. 2014)	1137		ELA III: Reading V6	14		AP Eng Lang/C	3	
	PARCC ELA III**	725 (Level 3)		ELA IV: Reading V3	15		AP Eng Lit/C	3	
	PARCC reading subscore (if ELA III <725)	42					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	
						COMP Reading	88		
						SATSUB Lit	574		

Graduation Checklist for 2016 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	SBA math (Spr. 2014)	1137		Algebra I* V3	18		AP Calculus	3	
	PARCC Geometry**	725 (Level 3)		Math ADC V3	16		AP Statistics	3	
	PARCC Algebra II**	725 (Level 3)		Algebra II V6	14		PLAN Math	19	
	PARCC Integ. Math II**	725 (Level 3)		Integrat. Math III V3	17		ACT Math	22	
								ACT ASPIRE - Math	432
	PARCC Integ. Math III**	725 (Level 3)		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 2016 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	
	SBA - Fall Grade 12 retest			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	
	Career Option*	Passing Score	Student Score	Career Option*	Passing Score	Student Score	SATSUB Molecular Bio	624	
							SATSUB Chem	642	
							SATSUB Physics	632	

Graduation Checklist for 2016 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)		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 2016 Cohort: Assessment Demonstrations of Competency

Student Name: _____

Subject	Initial Demonstration of Competency			ADC: CCR Indicators				Acronyms	Definitions
	Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score			
Social Studies	US History V7	31		AP Art History	3			SBA	Standards Based Assessment
	Economics V4	23		AP Euro History	3			EoC	End-of-Course Exam
	NM History V4	18		AP Gov/Politics	3			CCR	College and Career Readiness
	World Hist/Geog V3	25		AP Human Geography	3			PARCC	Partnership for Assessment of Readiness in College and Career
	US Government V5	24		AP Macroeconomics	3			AP	Advanced Placement
				AP Microeconomics	3			COMP	COMPASS
				AP Psychology	3			PLAN	ACT PLAN
				AP US History	3			ACT	American College Test
				AP World History	3			ACT ASPIRE	ACT ASPIRE
				IB Ind and Soc	4			ACCU	ACCUPLACER
				SATSUB US History	610			IB	International Baccalaureate
				SATSUB World History	589			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</p> <p>SAT – Before March 2016 SAT/NEW – After March 2016</p>
<p>** The 2016 Cohort should have taken PARCC in Spring 2015 and as a retest in Fall 2015, if necessary for graduation.</p>	<p>PLAN - Before August 2015 ACT ASPIRE - After July 2015</p>

Graduation Checklist for 2016 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

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.
	ELA 1	1001		5/13	1	
	ELA 2	1002		5/14	1	
	ELA 3	1003		5/15	1	
	ELA 4	1004				
Total Credits: English Language Arts					3	

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

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 2016 cohort.
	Algebra I	2031		5/13	1	
	Geometry	2034		5/14	1	
	Algebra II	2041		5/15	1	
	Financial Literacy	2097	DL			
Total Credits: Math					3	

Indicate H, AP, DC or DL where applicable.

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.
	U.S. History and Geography	2729		5/13	1	
	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					3	

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 2016 Cohort: Credit Requirements

Student Name: Bailey Buttons

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

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

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

	Course Name	Course	H, AP, DC, DL	Date Completed	Credit #	
Electives	Creative Writing	1021		12/13	0.5	Requirement: 5.5 elective units that meet department content and performance standards. Options include service learning, pre-apprenticeship programs, media literacy, and... in core subjects, and numerous other options.
	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				
	Total Credits: Electives					

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.

Graduation Checklist for 2016 Cohort: Credit Requirements

Student Name: Bailey Buttons

	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.
Other	Health	1401		12/13	0.5	
	Total Credits: Other					

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	SBA reading (Gr. 10, Spr. 2014)	1137		ELA III: Reading V6	14	20	AP Eng Lang/C	3	
	PARCC ELA III**	725 (Level 3)		ELA IV: Reading V3	15		AP Eng Lit/C	3	
	PARCC reading subscore (if ELA III <725)	42	42				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 page 5 of [Alternate Demonstration of Competency \(ADC\) Manual Revised November 2015](#) 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	SBA math (Spr. 2014)	1137	1123	Algebra I* V3	18		AP Calculus	3	
	PARCC Geometry**	725 (Level 3)	3	Math ADC V3	16		AP Statistics	3	
	PARCC Algebra II**	725 (Level 3)		Algebra II V6	14		PLAN Math	19	
	PARCC Integ. Math II**	725 (Level 3)		Integrat. Math III V3	17		ACT Math	22	23
							ACT ASPIRE - Math	432	
	PARCC Integ. Math III**	725 (Level 3)		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			
	SBA - Fall Grade 12 retest		1135	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			
	Career Option*			Passing Score	Student Score	Career Option*			Passing Score	Student Score	
									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</p>
<p>** The 2016 Cohort should have taken PARCC in Spring 2015 and as a retest in Fall 2015, if necessary for graduation.</p>	<p>SAT – Before March 2017 SAT/NEW – After March 2017</p> <p>PLAN - Before August 2015 ACT ASPIRE - After July 2015</p>

Indicates passing score