



Workforce Development Council of Seattle-King County Technical Assistance #5

Subject: Documentation of High School, GED and IEP Diploma Credential Attainment

References:

Workforce Investment Act of 1998, Section 136 (b) (2): performance indicators for youth programs
WDC of Seattle-King County: WDC Youth Skills Policy #03-2001

Date: August 13, 2004

High School (HS) Diploma Credential

Any of the following documentation is acceptable for verification that a youth attained a High School Diploma credential:

- copy of diploma, or
- copy of final HS transcript, or
- written or verbal verification from authorized educational institution staff*

General Educational Development (GED) Diploma or State Recognized Equivalent Credential

Any of the following documentation is acceptable for verification that a youth attained a GED Diploma or state recognized equivalent certificate:

- copy of diploma/certificate, or
- written or verbal verification from authorized testing facility, educational institution or state agency staff*

Individual Education Plan (IEP) Diploma Credential

Any of the following documentation is acceptable for verification that a youth attained an Individual Education Plan credential:

- copy of diploma, or
- written or verbal verification from authorized educational institution staff*

Note: Once common measures are implemented, IEP diplomas will no longer be counted as a credential under WIA.

All documentation should be placed in the youth's file. Documentation may be reviewed during monitoring or upon request by the WDC.

*The WDC recommends that WIA Youth funded programs develop a HS/GED credential attainment form that includes all of the following information:

- name/type of credential
- date credential was earned
- how/when/by whom credential attainment was verified
- program staff's signature and date of verification