

Roane County Schools  
Bylaws & Policies

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**5461 - CERTIFICATE OF PROFICIENCY**

Every high school graduate shall be issued, in addition to a diploma, a Certificate of Proficiency, containing specific information regarding the graduate's skills, competence and readiness for employment and further education.

The following information is to be recorded on the certificate of proficiency given to every graduate:

- A. test results from any part of the statewide assessment program in which the student participated
- B. high school courses completed with grades and credits received
- C. computer instruction received
- D. GPA for all high school courses completed, regardless of the grade level when completed
- E. class rank out of total graduating class
- F. attendance per year for grades 9-12
- G. co-curricular and extra-curricular activities
- H. grade scale including letter/numerical equivalent, use of weighted grades consistent with West Virginia State Board of Education Policy [2510](#)
- I. special competencies and honors
- J. technical training and credentials acquired
- K. successful completion of a career concentration including completion of the required major courses, or higher level courses, advanced placement courses, college courses other rigorous substitutes related to the major, and recommended electives
- L. formal experiential learning experiences completed

This Board shall grant certificates of proficiency including specific information regarding the graduate's skills, competence and readiness for employment or honors and advanced education along with the diploma, to every eligible high school graduate. The certificate of proficiency shall include the program of study major completed by the student only for those students who have completed the required major courses, or higher level courses, advanced placement courses, college courses or other more rigorous substitutes related to the major, and recommended electives.

This Board may not grant any diploma or certificate of proficiency on any basis of work or merit below the minimum standards prescribed by the West Virginia State Board of Education.

West Virginia State Board of Education policy 2510  
WV Code 18-2-6

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