

EARLY GRADUATION

For graduation at the end of second trimester of senior year:

Students, who may complete the credit requirements for graduation during the second trimester of their senior year, may submit a request for early graduation to the high school counseling office, prior to the start of their senior year.

Procedure:

- Fill out the Request to Graduate Early Form and submit to the high school counseling office.
- Schedule a meeting with the High School Counselor to review credit status and develop a schedule that satisfies graduation requirements. This needs to be attached to the Request Form and approved by the school counselor.
- Submit the form to the High School Principal for approval.
- The High School Principal will make sure this is on the board agenda for approval no later than the September regular board meeting.
- Once approved by the school board, the student may graduate early.
- Formal graduation ceremonies are only held at the end of the school year.

For graduation at the end of the junior year:

Students, who may complete the credit requirements for graduation by the end of their junior year, may submit a Request for a Change of Status to the high school counseling office, prior to the beginning of June of the end of their sophomore year.

Procedure:

- Fill out the Request for a Change of Status form and submit to the high school counseling office.
- Schedule a meeting with the High School Counselor to review credit status and develop a schedule that satisfies graduation requirements. This needs to be attached to the Request Form and approved by the school counselor.
- Submit the form to the High School Principal for approval.
- The High School Principal will make sure this is on the board agenda for approval no later than the June regular board meeting.
- Once approved by the school board, the student is considered a "senior" for what normally would be the junior year.
- The High School Principal is responsible to make sure the student is on the list to graduate at the end of the school year.

Request to Graduate Early Form

For students requesting to graduate at the end of second trimester of their senior year:

- Attach schedule that satisfies graduation requirements
- _____
Student Signature Date
- _____
Parent Signature Date
- _____
High School Counselor Signature Date
- _____
High School Principal Signature Date

Principal: Submit form to Superintendent for September Board meeting

Request for Change of Status Form

For students requesting to graduate at the end of their junior year:

- Attach schedule that satisfies graduation requirements
- _____
Student Signature Date
- _____
Parent Signature Date
- _____
High School Counselor Signature Date
- _____
High School Principal Signature Date

Principal: Submit form to Superintendent for June Board meeting