



## Early Graduation Request Procedures

Early graduation is an opportunity for very capable students to complete their high school graduation requirements by their 7<sup>th</sup> semester of school, in order to pursue further education and/or full-time employment. Students must complete all of the credit requirements for a standard diploma for their respective class and high school, and maintain a 3.0 cumulative GPA in order to qualify. The specific details of the standard diploma requirements may be found in the Curriculum Handbook.

Students wishing to graduate early, must work with their counselors to submit a completed application by May 1st of their junior year to their principal. A complete application consists of the following:

1. Early Graduation Request Form with signatures from the parent, counselor, and student.
2. Copy of the student's most recent transcript.
3. Copy of the student's current schedule.
4. Copy of the student's Graduation Progress (from PowerSchool)
5. Completed Early Graduation Plan.
6. One-page, typed letter explaining
  - o Why the student wants to graduate early
  - o The educational benefit the student will gain through early graduation
  - o What the student plans to do with time after graduation

The principal will review and sign the application before submitting it to the Assistant Superintendent for Academics and Family Services by May 15<sup>th</sup> of the student's junior year, if he/she is in agreement of the request. The Assistant Superintendent will either approve and submit the application for final approval to the Superintendent, or deny the application and return it to the student along with a written explanation for the denial.

If the student is granted the opportunity to graduate early, he/she must fulfill all of the district's graduation requirements to earn a standard diploma by the end of their 7<sup>th</sup> semester. In addition, the student must submit verification of post-secondary plan (college acceptance, employment verification letter) by November 15<sup>th</sup> of the senior to the counselor. Failure to complete the courses and/or verification of post-secondary plan, will void the early graduation agreement.



### Early Graduation Application

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Students wishing to graduate early, must work with their counselors to submit a completed application by May 1st of their junior year to their principal. Please complete all of the fields below and attach all of required documents. Incomplete applications will not be considered.

Date:	High School:
Student Name:	Student ID:
Date of high school entry:	Date of desired graduation:
Current GPA:	Total Credit Hours:

Listed below is a checklist of necessary documents which must be attached to this Early Graduation Application. If the application is approved, all graduation requirements must be met by the end of the 7<sup>th</sup> semester.

Students who wish to participate in the graduation ceremony in the spring with their senior class, must submit a Request to Participate in Graduation Ceremony form by October 1st of their senior year.

- Copy of the student's most recent transcript.
- Copy of the student's current schedule.
- Copy of the student's Graduation Progress (from PowerSchool)
- Completed Early Graduation Plan.
- One-page, typed letter explaining
  - o Why the student wants to graduate early
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### Student and Parent Review

The parent and student signatures below verify the understanding of the following statements:

- It is the student's/parent's responsibility to contact any college/university admissions office to ensure that early graduation from high school will not negatively affect the student's admission.
- The student will not be enrolled in high school for an 8<sup>th</sup> semester if all requirements are met.
- The student will not have any benefits associated with enrolled students after the graduation date, including but not limited to:
  - Extra-curricular activities, i.e. sports, clubs, dances, plays
  - Bus transportation
  - Lunch program
  - Special education and related services
  - English Language Learner services
  - Dual credit or dual enrollment courses
- After the graduation date, the student is considered a "visitor" when on campus and must follow all the procedures and conditions that apply to visitors of the school.

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

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### Counselor Review

My signature below verifies that I have reviewed this student's record and believe he/she qualifies for early graduation. I have met with the student and parent, and have communicated the conditions associated with early graduation.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Principal Review**

My signature verifies that I have reviewed this student's record, have met with the student and communicated with his or her parents, and have reviewed the conditions associated with early graduation.

After discussion with the student, counselor, and parents, and careful review of all of the submitted documents, I

Recommend \_\_\_\_\_ for early graduation.  
Student Name

Do not recommend \_\_\_\_\_ for early graduation for the  
Student Name  
following reason(s)

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_



**REQUEST TO PARTICIPATE IN GRADUATION CEREMONY**

Students who have been granted permission to graduate after the 7<sup>th</sup> semester of high school and who successfully complete all of their graduation requirements by the end of the 7<sup>th</sup> semester, may apply to participate in the spring graduation ceremony.

These students **must apply for the right to participate with their graduating class by October 1<sup>st</sup> of their senior year**. The application will be made to the principal of the high school. Upon *receipt* of the request, the principal will review the application with the high school counselors and administrators for feedback prior to a presentation to the Superintendent or designee for final consideration.

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

I, \_\_\_\_\_, will meet all requirements for graduation after my 7<sup>th</sup> semester and have an approved Early Graduation Application on file in the District 209 Office. I request to participate in the spring graduation ceremony with my senior class. I understand that this permission does not grant me rights to any other school activities or extra-curricular activities after my early graduation date.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Principal Review**

\_\_\_\_\_ Approved. The student may participate in the commencement ceremony scheduled for \_\_\_\_\_

\_\_\_\_\_ Denied. The student may not participate due to the following reason(s)

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_





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**Plan for Completion**

**List the courses needed to fulfill the remaining graduation requirements.**

Summer	Fall

I understand that I must complete the remaining requirements for graduation listed above by the end of my 7<sup>th</sup> semester of high school in order to graduate early. I further understand that completing high school by the 7<sup>th</sup> semester means I am not eligible to participate in school activities after my graduation date.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the requirements for early graduation with the student and the parent. I support the student's request for early graduation.

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_