



Request for Early Graduation Form

For early graduation request, a student must:

- Meet the graduation course requirements that were effective the year they entered 9th grade for the first time
- Complete the Future-Ready Core Course of Study
- Have a conference with your school counselor to explain their request for early graduation
- Understand your students' grade classification will be based on GCS high school promotion standards

Parent/Guardian(s) Procedures

1. The parent/guardian(s) of a student may request early graduation for the student by completing the Request for Early Graduation form.
2. The student and parent(/guardian(s) must meet with their school counselor to assure all requirements for graduation are met and/or in progress of completion.
3. After meeting with your student's counselor, the principal will consider the request and approve or deny the request on an individual, case-by-case basis.
4. Diplomas will be issued at or following the school's graduation ceremony.

Parent/Guardian(s) Written Request

Student name: _____ Student ID # _____ Date of Birth: _____

Address _____

School _____ Anticipated Graduation Date: _____

Parent Name(s) _____ Telephone: _____

Please check one of the following: ☐ One Year Early Graduation ☐ Mid-Year Graduation

Explanation for requesting early graduation (must be completed):

My student currently has _____ credits towards graduation and needs _____ credits left to graduate.

- Check one: ☐ My student plans to participate in the graduation ceremonies in May or June.
- ☐ My student does not plan to participate in the graduation ceremonies in May or June.

Parent/Guardian signature and Date

Student signature and Date

Counselor Signature and Date

Principal Signature and Date

Student Name: _____

Senior Early Graduation Request Checklist

This form should be completed by both the student and parent. Please read each bullet below. By initialing beside each bullet you are indicating that you understand and agree to the terms.

SI = Student Initial PI = Parent Initial

____ I understand that the submission of a Request for Early Graduation does not guarantee
SI PI approval.

____ I understand that the GCS mid-year graduation conflicts with most post-secondary
SI PI school's second semester calendars. This means that GCS finishes its first semester after
most post-secondary schools' start their second semester. (Senior mid-year graduates)

____ I understand that Southwest High School cannot provide a final transcript before the
SI PI middle of February. (Senior mid-year graduates)

____ I understand that I will not be able to participate in spring sports at SWHS.
SI PI

____ I understand that upon early graduation, I am no longer a student at Southwest High
SI PI School, which impacts the following:

____ I understand that since I am no longer a student at SWHS, I will be charged
SI PI a fee for services on scriborder (transcripts, records, etc.)

____ I understand that I will no longer have access to Powerschool, Canvas, etc.
SI PI

____ I understand that if I plan to participate in the graduation ceremony, I am
SI PI responsible for attending all practices and events in preparation.

____ I understand that I will be put on an early graduate email distribution list
SI PI and I will be responsible for all communication received from the school.
(Senior Mid-year graduates only)

Parent Printed Name

Parent Signature

Parent Email

Parent Phone Number

Student Printed Name

Student Signature

Student Email

Student Phone Number