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

School Counselor's Checklist for Early Graduates

☑ Meet with the student and parent/guardian to review the student's plan to complete graduation requirements early.

☑ Review with student and parent/guardian:

➢ Possible restrictions on entering post-secondary institutions due to conflicting GCS and many post-secondary schools' second semester calendars.

➢ Development of GAP semester/year plan to enhance admission prospects to the UNC System, Independent Colleges, and other out-of-state post-secondary institutions.

❖ Employment

❖ Volunteerism

❖ Research/Internships

❖ Study Abroad

☑ Meet with the principal to discuss and sign the student's plan to graduate early.

☑ Upon verification of graduation credit completion, update the student's Diploma Screen in PowerSchool. The Early Graduate diploma date needs to be consistent with the diploma issue and met dates on the PowerSchool Academic Screen.

☑ Update the "Bound For" Field in PowerSchool.

☑ Update the "Intended Career Development Program" field *(if applicable).*

☑ A copy of the Early Graduation Request form and student's transcript must be emailed to Tammi Shoffner, password protected no later than thirty days following principal's decision. The original Early Graduation Request must be placed in the student's cumulative folder.

☑ All forms should be submitted no later than the semester prior to the student's new expected graduation date.

Place completed Request for Early Graduation in the student's cumulative folder.