

Early Graduation Request / Wooster High School

(Board Policy 5464). Students are required to submit a letter to the principal to request early graduation. The counselor/principal will meet with the student to review the request. Students must submit this letter of intent one year prior to their anticipated graduation date.

Date of Request: _____

Date of Graduation: _____

Name: _____

Address: _____

Phone: _____

Grade: _____ Date of Birth: _____

Formal Request: (Please write your request below or attach a typed letter):

My preference for receiving a diploma is indicated below:

☐ I will attend graduation practice and participate in the June commencement ceremony.

☐ I will not attend the graduation practice or participate in the June commencement ceremony. I will pick up my diploma after the commencement ceremony at a later date from the high school front office.

Please note: Once a student has decided to graduate early/mid-year, he/she is only allowed to participate in the following school-sponsored activities in the spring semester: graduation rehearsal and the graduation ceremony. Prom can only be attended if he/she is invited as a guest of a Wooster High School student.

I understand it is my responsibility to maintain contact regarding upcoming events and deadlines for graduation events via the school's or district's communication tools, (i.e.: guidance website, senior Remind App, or district' Facebook, One-Call, or email)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Early Graduation Approved:

My signature verifies that I have reviewed this student's record, have discussed this request with the student and/or his/her parent/guardian. My signature verifies that this student is on track for early graduation.

Counselor Signature / Date: _____

Principal Signature / Date: _____