

## STEP 1: COMPLETE AND SUBMIT THE LGC FORM

- Fill out the Local Graduation Committee (LGC) form accurately and thoroughly.
- Ensure all required fields are completed, as omissions may delay the process.
- Submit the form to initiate the LGC review.

## STEP 2: VERIFICATION OF ACADEMIC AND ASSESSMENT RECORDS

- Our team will request the applicants academic transcript and assessment records from the State of Texas and district archives.
- Individuals must have completed the curriculum requirements, including core credits in English, math, science, and social studies.
- The time required to retrieve these records depends on how long ago the individual was last enrolled, which may affect the overall timeline. Records retrieval may take 2-4 weeks.

## STEP 3: ELIGIBILITY NOTIFICATION AND NEXT STEPS

- After reviewing all records, staff will notify the applicant if they qualify for LGC.
- Ineligible for LGC: If course requirements and/or assessments are missing, the applicant will receive information about what they need to do to qualify.
- Eligible for LGC: If all course requirements and assessment attempts are complete, the applicant will receive instructions about next steps in the process.

## STEP 4: LGC REVIEW MEETING

- Please note that submitting the LGC form **does not** guarantee the applicant will receive a high school diploma.
- The Committee will evaluate the candidate's academic and assessment records to determine if they meet the criteria for graduation under alternate guidelines.
- If the applicant meets all requirements, their case will be presented at the next Local Graduation Committee meeting.

## STEP 5: NOTIFICATION OF FINAL DECISION

- The candidate will be contacted to schedule their meeting with the Local Graduation Committee.
- During the meeting, the candidate will receive official notice of the Committee's decision and, if approved, instructions for getting their diploma.