

## **HAZELWOOD SCHOOL DISTRICT**

### **Early Graduation Instructions**

Early graduation is an opportunity for very capable students to complete their high school graduation requirements by the end of Junior year (6<sup>th</sup> semester) or December of Senior year (7<sup>th</sup> semester) in order to continue their educational experience in college, vocational school, or employment/apprenticeship training program.

#### **Early Graduation Criteria and Requirements**

Students must complete the required units of credit for graduation school and maintain a 3.0 cumulative GPA in order to qualify. If a student does not meet the GPA requirement, special cases caused by unforeseen or extenuating circumstances, including health reasons, may be presented to a committee for review. In addition, students must complete all state required End of Course exams, complete two post-secondary assessments, submit a completed plan of study (ICAP), attend Hazelwood's annual Early Graduate Career Fair (when the event is offered), and submit documented completion of the community service requirement needed for graduation. The specific details of the standard diploma requirements and early graduation requirements may be found in the High School Course Registration Guide.

#### **Early Graduation Procedure**

Students wishing to graduate early must work with their counselors to submit a completed application by the end of their first semester of Junior year (5<sup>th</sup> semester). A complete application consists of the following:

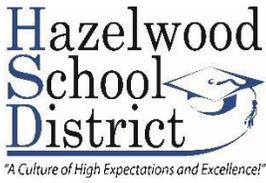
1. Early Graduation Application
2. Parent Approval Form
3. Counselor Approval Form
4. Principal Approval Form

The principal will review and sign the application before submitting it to the Assistant Superintendent for approval. The Assistant Superintendent will either approve the application 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 6<sup>th</sup> or 7<sup>th</sup> semester. Failure to complete all required courses and/or verification of post-secondary plan will void the early graduation agreement.

#### **Early Graduation Checklist**

- Completion of graduation requirements (24 credits in required areas)
- Cumulative 3.0 GPA or higher or approval from committee
- Completion of EOC Exams (Algebra I, English II, Biology, Government)
- Completion of two Post Secondary Assessments (ACT, SAT, ACCUPLACER, ASVAB, WorkKeys)
- Completed ICAP
- Completion of 50 community service hours (or equivalent if transferred into district)
- Attended Early Graduate Career Fair (if offered)
- Early Graduation Packet
  - Early Graduation Application w/ verification of post-secondary plan (college acceptance letter, employment training verification, etc.)
  - Parent Approval Form
  - Counselor Approval Form (with most recent transcript)
  - Principal Approval Form



# HAZELWOOD SCHOOL DISTRICT

## Early Graduation Application

Select School:  Central High School  East High School  West High School  Opportunity Center

**Please complete this form in its entirety. An incomplete plan may result in the denial of the early graduation request.**

### STUDENT INFORMATION

---

Student First Name MI Student Last Name

---

Student ID # Grade Date of Birth

Cumulative Weighted GPA: \_\_\_\_\_ Cumulative Credit Hours Completed: \_\_\_\_\_

Community Service Hours Completed: \_\_\_\_\_ Desired Graduation Date: \_\_\_\_\_

Attended Hazelwood Early Graduate Career Fair? (*Please Circle one*) Yes No

---

### END OF COURSE (EOC) EXAM INFORMATION

EOC Exams Completed: (*Circle Y or N for each exam below*)

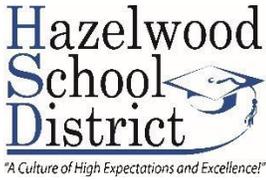
Algebra I: Y N    English 2: Y N    Biology: Y N    Government: Y N

---

### POSTSECONDARY ASSESSMENTS INFORMATION

Post-Secondary Assessments: (*Select which two assessments you have completed*)

ACT     SAT     ACCUPLACER     ASVAB     ACT WorkKeys



# HAZELWOOD SCHOOL DISTRICT

## Early Graduation Application

### POST GRADUATION PLANS

Why do you want to graduate early?

---

---

---

---

---

What are your goals after early graduation? (*Select one below*)

- College     Military     Trade/Technical Program     Apprenticeship     Employment Training

How does an early graduation date support these goals?

---

---

---

---

---

What preparations have you made to meet your goals?

---

---

---

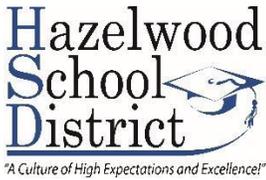
---

---

Please attach verification of your post-graduation plan to this application. Examples include:

- College Acceptance Letter
- Enlistment Letter
- Verification Letter of Employment Training/ Apprenticeship on company letterhead
- Trade/Technical School/Program Acceptance Letter

**Failure to provide documented verification of post-secondary plan will result in denial of your application.**



**HAZELWOOD SCHOOL DISTRICT**  
**Early Graduation Application**

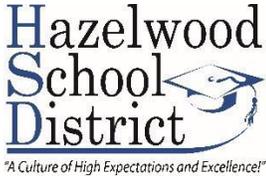
**PLAN FOR COMPLETION**

List the courses needed to fulfill the remaining graduation requirements

<b>FALL SEMESTER COURSE</b>	<b>SPRING SEMESTER COURSE</b>

I understand that I must complete the remaining requirements for graduation listed above by the end of Junior year (6th semester) or December of Senior year (7th semester) of high school in order to graduate early. I further understand that completing high school by the 7th semester means I am not eligible to participate in school activities after my graduation date.

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



# HAZELWOOD SCHOOL DISTRICT

## Early Graduation Application

### PARENT APPROVAL FORM

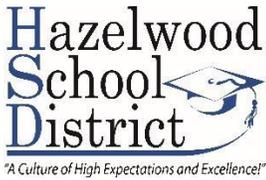
The parent signature below verifies the understanding of the following statements:

- The student will not be enrolled in high school for an 8th 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 to the school.
- 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 or financial aid

I have reviewed the requirements for early graduation with my student and I support the student’s request for early graduation.

**Print Parent Name** \_\_\_\_\_

**Signature of parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_



# HAZELWOOD SCHOOL DISTRICT

## Early Graduation Application

### COUNSELOR APPROVAL FORM

Select School:  Central High School  East High School  West High School  Opportunity Center

Student First Name	M	Student Last Name
Student ID	Grade	Student Date of Birth

The following documentation must be on file for the student to apply for early graduation. Please determine if the student has met the below requirements for early graduation. **Please attach a copy of the transcript.**

REQUIREMENTS	MET	NOT MET
Completion of 24 credits in required areas		
Has a 3.0 Cumulative GPA or higher or approval from committee		
Completion of EOCs (Algebra I, Biology, English II, Government)		
Completion of at least 2 Post-Secondary Assessments (ACT, SAT, ACCUPLACER, ASVAB, Workkeys)		
Completed ICAP on file		
Completion of 50 community service hours (or equivalent transfer hrs.)		
Attended the Hazelwood Early Graduate Career Fair (if applicable)		

If the student is currently enrolled in any classes required for graduation, please indicate the courses below and if the student is passing the course(s).

---



---



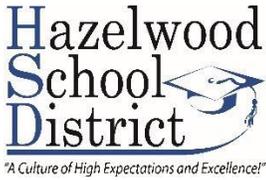
---

My signature verifies that I have reviewed this student's record, have met with the student and parent, and have communicated the conditions associated with early graduation. After careful review, I

Recommend the student for early graduation

Do NOT recommend the student for early graduation

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



# HAZELWOOD SCHOOL DISTRICT

## Early Graduation Application

### PRINCIPAL APPROVAL FORM

Select School:  Central High School  East High School  West High School  Opportunity Center

My signature verifies that I have reviewed this student's record and have reviewed the conditions associated with early graduation. After discussion with the student, counselor, and parents, and careful review of all the submitted documents, I the principal

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

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

---

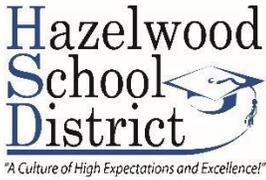
---

---

---

---

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



# HAZELWOOD SCHOOL DISTRICT Early Graduation Application

## ASSISTANT SUPERINTENDENT APPROVAL FORM

Select School:  Central High School  East High School  West High School  Opportunity Center

My signature verifies that I have reviewed this student's record and have reviewed the conditions associated with early graduation. After careful review of all the submitted documents, I

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

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

---

---

---

---

---

**Circle One:**    **Assistant Superintendent of High Schools**    **Deputy Superintendent**

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

*Please return signed packet to the high school junior/senior office*