

**Guilford County Schools**

**Request for Early Graduation**

**Requirements**

For graduation prior to one's class, a student must:

- A. Meet the graduation course and testing requirements that were effective the year he/she entered ninth grade for the first time.
- B. Complete the Future-Ready Core Course of Study.
- C. Show a need for early graduation by *submission of post-secondary plan*.
- D. Students' grade classification will be based on the GCS high school promotion standards.

**Procedures**

- 1. The parent(s)/court appointed guardian(s) of a student may request early graduation for the student by filing a written request with the school principal by May 30<sup>th</sup> for mid-year graduates and by December 1<sup>st</sup> for three-year graduates. [Six months before completion of classes]
- 2. The student and parent/guardian must meet with his/her school counselor to assure all graduation/testing requirements are met by the end of the final semester. This meeting must occur prior to submission of Early Graduation Request.
- 3. The principal, with a committee of the local school staff, considers the request and approves or denies graduation prior to one's class on an individual case-by-case basis, subject to the criteria stated above.
- 4. A copy of the notarized Early Graduation Request must be submitted to the Supervisor of High School Counseling no later than thirty days following principal's decision. The original must be placed in the student's cumulative folder.
- 5. Diplomas are issued at the end of the school year at or following the 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Counselor Signature and Date

\_\_\_\_\_  
Principal Signature and Date

# Guilford County Schools

## EARLY GRADUATION CONTRACT

Students and their parent/guardian(s) in the Guilford County Schools who wish to graduate early (less than four years) must develop a plan with his/her school counselor to determine what courses and testing need to be completed to meet Guilford County Schools graduation requirements. The following is prescribed for your student:

\_\_\_\_\_ will need to take and pass the following courses to be eligible to graduate:

Mid-Year Graduate, 20\_\_       Three-year Graduate, 20\_\_

Course Name	Type Course (GCS, Saturn, NCVPS, Twilight)	Timeline for Completion

Student currently has \_\_\_\_\_ units of credit and needs \_\_\_\_\_ units of credit to graduate. [See attached transcript]

Testing Requirements (check if completed):  Algebra I/Math I EOC  Biology EOC  English I/II EOC

Check if true:  Student missed more than 10 days of school during the 2016-17 school year.

Student received out-of-school suspension during the 2016-17 school year.

Student's post-secondary plans:

Immediately entering workforce

Enrolling at \_\_\_\_\_; Entrance Date: \_\_\_\_\_ (Attach copy of letter of acceptance with verified entrance date)

Planned GAP Semester/Year experience: (describe in detail below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature and Date \_\_\_\_\_

Parent Signature and Date \_\_\_\_\_

(must be notarized)

SWORN TO AND SUBSCRIBED TO BEFORE ME

THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

Notary Signature and Date \_\_\_\_\_

Seal

MY COMMISSION EXPIRES: \_\_\_\_\_

**Place completed Request for Early Graduation and Early Graduation Contract in student's cumulative folder.**

## *School Counselor's Checklist for Early Graduates*

- *Meet with student and parent/guardian to review plan to complete graduation requirements early. Meeting will include completion of Request for Early Graduation and Early Graduation Contract.*
- *Review with student and parents the potential positives and negatives concerning early graduation:*
  - *Restrictions on entering post-secondary institutions due to conflicting GCS and most post-secondary schools' second semester calendars.*
  - *Discussion of acceptance rates for early graduates to the UNC System, Community College System, Independent Colleges, and other out-of-state post-secondary institutions.*
  - *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*
- *Plan/Develop timelines for post-secondary testing including the PSAT, SAT, ACT and/or COMPASS*
- *Plan/Develop college application packet for student's future use.*
  - *Two letters of recommendation from academic sources.*
  - *Completion of student information sheet for use by counselor to write letter of recommendation.*
- *Review of student's attendance and discipline records.*
- *Principal's committee determines early graduation status.*
- *Upon verification of graduation credit completion, update the student's Diploma Screen in NCWISE. The Early Graduate diploma date needs to be consistent with the diploma issue and met dates on the NCWISE Diploma Screen. The Diploma Met and Issued Dates, and Withdrawal Date is the last day of the final semester the student is in attendance. The Withdrawal Code is W4.*
- *Update the "Bound For" Field.*
- *Update the "Intended Career Development Program" field if applicable.*
- *Email Tammi Shoffner roster of all early graduates by December 20<sup>th</sup>*

***Place completed Request for Early Graduation and Early Graduation Contract in student's cumulative folder.***