



Date of Planning Meeting with Counselor: ___/___/___

Date of Approval Meeting with Principal: ___/___/___

Application for Early Graduation

Student Name:	Student ID:
Date of Birth:	Current Grade:
Guardian Name(s):	Last Date of Attendance:
Guardian Phone:	Guardian Email:
Do you Plan to Walk in the Graduation Ceremony in May?	___ Yes ___ No
Are you intending on taking a College Credit Plus (CCP) course? <small>To take CCP courses, you must remain a full-time student.</small>	___ Yes ___ No

Diploma Requirements: To earn a diploma from Sycamore High School, students must complete all course requirements set by Sycamore Community Schools, meet all state-mandated graduation requirements for their cohort, and earn the minimum total credits required for graduation that school year. Any credits earned outside of Sycamore Community Schools will be subject to review by the faculty and administration at Sycamore High School, and must be approved in order to count toward graduation. For all early graduates, the diploma will be issued at the spring commencement ceremony the year of graduation.

4th Year Early graduates: Students who plan to graduate in January of their fourth year should make an application with their counselor by the end of their third year in high school. The student must meet all graduation requirements as explained in the Diploma Requirements above.

Third Year graduates: Students who plan to graduate after their third year in high school should make an application with their counselor by May 1 of their third year in high school. The student must meet all graduation requirements as explained in the Diploma Requirements above. Juniors graduating early do not qualify for senior early dismissal or senior parking privileges until the second semester. However, third-year graduates can participate in the senior picnic, senior recognition, and commencement.

Written Acceleration Plan: Students who plan to graduate in less than three full years in high school must have a completed Written Acceleration Plan (WAP), which must be attached to this application. The WAP will detail specifics regarding the graduation timeline, credits earned both in and outside the district, access to senior activities, post-secondary plans, and more. The student must meet all graduation requirements as explained in the Diploma Requirements above.

Please state the reason for application for early graduation:

Approval of this application by the counselor and the principal does not constitute a recommendation.

_____ Student initials _____ Guardian initials	By submitting this application, I understand I'm choosing to graduate early and will no longer be eligible for services like CCP classes, Great Oaks career programs, credit flexibility, or work-based learning through Sycamore Schools.
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Student Signature

Guardian Signature

Counselor Signature

Building Principal Signature

Counselors ONLY: Please attach Graduation Plan and Transcript when sending to EMIS Supervisor

Application for Early Graduation Checklist

Student Name: _____ Student ID: _____

Student Phone: _____ Student Email: _____

The student is applying for Early Graduation. As part of the application, the student and their parent/guardian have met with the counselor and building principal and understand the following:

- All graduation requirements (credits, tests, and seals) must be completed by the early graduation date.
- After early graduation is approved, students are no longer eligible for school-funded programs like College Credit Plus (CCP), Great Oaks career programs, credit flexibility, and/or work-based learning. However, families may choose to participate in these programs by covering the costs on their own.
- The student is responsible for knowing and meeting all graduation deadlines.
- The student should keep their counselor updated on any changes to their post-graduation plans.
- Final transcript and diploma will be available in May.

Student Responsibilities

Throughout the Year

- Check your school email and the school website regularly for important updates
- Communicate with your counselor and teachers about deadlines and responsibilities
- Let your counselor know if your contact information changes
- Keep track of any outstanding fees or obligations and take care of them
- Continue working on post-secondary applications and share any updates with your counselor

Before Final Day

- Consider whether you plan to participate in spring senior events (Prom, Senior Field Day, etc.)
- Confirm whether you will attend graduation (rehearsal required if attending graduation)
- Return all school materials (books, Chromebook, etc.)
- If attending college, tell your counselor your final enrollment decision so final transcript can be sent
- Pick up your diploma after commencement

Office Use Only - Counselor Responsibilities

- Discuss alternative options for early graduation (CCP courses, credit flex, work-based learning)
- Confirm how the student will earn all required credits, test scores, and readiness seals
- Review graduation status and attach transcript
- Confirm student plans for the May graduation ceremony
- Before the student's final day, double-check that all credits, scores, and seals are complete and recorded

Office Use Only - Registrar & EMIS Coordinator Responsibilities

- Update graduation date in SIS/EMIS
- Enter diploma date and withdrawal code in EMIS
- Prepare final transcript

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