

# REQUEST FOR EARLY GRADUATION FORM

My child \_\_\_\_\_ is applying to graduate at the conclusion of his/her:

\_\_\_\_\_ 7<sup>th</sup> semester (end of first semester of senior year)

\_\_\_\_\_ 6<sup>th</sup> semester (end of junior year)

Student plans to start college in fall of senior year \_\_\_ Yes \_\_\_ No

Student plans to apply for the *Mitch Daniels Early Graduation Scholarship* \_\_\_ Yes \_\_\_ No

(If "yes", it is the **student's responsibility** to complete the application in the spring of the junior year; for more information and the application, visit [www.in.gov/sfa/](http://www.in.gov/sfa/) )

**If a student wishes to graduate after seven (7) semesters, he/she is to comply with the following policies:**

- 1) Student should speak with guidance counselor about his/her plan to graduate early.
- 2) All graduation requirements must be met by the end of the 7<sup>th</sup> semester.
- 3) Must have a passing score on the *Algebra I ECA* and the *English 10 ECA*, both required for graduation.
- 4) Must have completed the 2<sup>nd</sup> semester of *English 12* during summer school (Indiana Online Academy) prior to the start of senior year (cannot be concurrently enrolled in the 1<sup>st</sup> and 2<sup>nd</sup> semesters of *English 12* during the 7<sup>th</sup> semester).
- 5) Complete the form below including the reason for the request) and obtain counselor and parent signatures.
- 6) The form must be returned to the guidance counselor by April 30<sup>th</sup>\* of the junior year.
- 7) Student will be allowed to participate in commencement and, if applicable, can qualify for valedictorian, salutatorian and/or "Top 20".

**In addition to the previous steps, the following items must be completed for a 6<sup>th</sup> semester graduate:**

- 1) Student must type a formal letter to the high school principal explaining the reason for the request to graduate early. The letter needs to be signed by the student and the parent.
- 2) This written request must be returned to the guidance counselor by April 30<sup>th</sup>\* of the sophomore year.
- 3) The counselor will submit this form and the letter to the Academic Review Committee for approval.
- 4) After the Academic Review Committee has acted upon the request, the student and parents will be notified in writing of the decision.
- 5) It is important for juniors who are granted permission to graduate after 6 semesters to meet all senior deadlines for ordering caps & gowns and must also participate in commencement practice.
- 6) Student will be allowed to participate in commencement.
- 7) Due to student graduating with a different cohort from which they began, a 6<sup>th</sup> semester graduate cannot be valedictorian, salutatorian or in the "Top 20".
- 8) Student will be responsible for online course fees to obtain all senior credits required for graduation.

**Reason(s) for request:** (Students requesting to graduate after 6<sup>th</sup> semester, must attach a letter to this form).

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**Student is scheduled to complete graduation requirements by the date requested above:**

	<b>Counselor Signature</b>		<b>Date</b>
	<b>Principal's Signature</b> <i>(for 6<sup>th</sup> semester graduates)</i>		<b>Date</b>
	<b>Student Signature</b>		<b>Date</b>
	<b>Parent Signature</b>		<b>Date</b>

**Please Note: The guidance staff encourages college-bound students to complete a full year of courses during their senior year.**

*\*(Applications submitted after this date, will be reviewed on an individual basis by the Academic Review Committee)*