

**INSTRUCTION**

Procedure for Early Graduation

1. Students wishing to be considered for early graduation must complete the "Early Graduation" form and present it to a counselor at least three (3) quarters prior to the graduation date. Any exceptions must be cleared through building principals.
2. The student must submit the application to a counselor who will complete a credit evaluation sheet and attach it to the application. The counselor will schedule a parent-student conference if the student meets the credit requirements.
3. The student, parent, and counselor will sign the application and the credit evaluation and submit to the principal for approval.
4. The original will be returned to the counselor's office for filing in the student's administrative record; a copy will be retained in the principal's file.
5. Diplomas will be issued to early graduates when diplomas arrive.
6. A list of all potential early graduates will be forwarded to the Superintendent of Schools in April of the year preceding early graduation.