

**I. NOTICE**

Each high school principal shall provide notice to students and parents of all state and local graduation requirements. At a minimum, notice shall be provided by:

- printing in high school curriculum guide
- printing in high school parent guide
- printing in the student handbook
- posting on individual school websites

**II. HONOR GRADUATES**

Policy 3450, Class Rankings, describes the criteria for designation as an honor graduate.

**III. EARLY GRADUATION**

**A. Eligibility Requirements**

To be considered for graduation before the completion of eight semesters of high school, a student must meet the requirements in section D 3 of policy 3460, Graduation Requirements.

**B. Procedure for Requesting Early Graduation**

The procedure below applies to requests for early graduation.

1. The student must file with the principal a written request for early graduation, signed by the student's parent/guardian prior to the beginning of the student's projected final semester of enrollment. Students age 18 or older may file a request without parental consent.
2. The principal shall evaluate the request and approve or deny the request for early graduation on a case-by-case basis.
3. The principal shall provide written notice of his or her decision to the student, and to the student's parent/guardian if the student is under age 18, within **ten** days of the initial written request.
4. If the request is approved, the principal shall notify all necessary school personnel, including the student's guidance counselor.
5. If the request is not approved, the student may file a grievance in accordance with policy 1740/4010, Student and Parent Grievance Procedure.

**C. Participation after Early Graduation**

1. Students who graduate early may participate in the next regularly-scheduled graduation exercise.
2. A student's enrollment status terminates in all respects upon early graduation. A student who has graduated early will no longer be allowed to participate in any curricular or extra-curricular activities, with the exception of honors and awards ceremonies, prom, and graduation-related ceremonies.

Issued by the Superintendent: December 01, 2016

Reviewed:

Revised: