

Tri-County Area School District

Application For Early Graduation From High School

STUDENT INFORMATION

Student's Full Name: _____ Date: _____

Date of Birth: _____ / _____ / _____ Current Grade Level: _____

Address: _____

Phone Number: _____ Email: _____

STUDENT PROCEDURES

The following procedures are required and must be completed by the appropriate deadline(s) before final consideration will be given to this application for early graduation.

1. The student must meet with the school counselor and/or administrator(s) to discuss his/her intent for early graduation, which will help determine eligibility and further course of action. This application should be printed off and used for documentation of the meeting dates and eligibility information upon the first meeting scheduled with the school counselor and/or administrator(s).
2. The student must complete and submit this application and all necessary paperwork (below) for the early graduation request by October 1st of his/her Junior year, if graduating at the end of the Second Semester of his/her Junior year, or by May 1st of his/her Junior year, if graduating at the end of the First Semester of his/her Senior year. The paperwork required, along with this application (complete with signatures), includes:
 - a. A written statement by the student explaining 1) the rationale of why he/she wants to graduate early, 2) what greater benefit is derived from graduating early, 3) his/her plans following graduation, and 4) how the Tri-County Area Schools have served the student.
 - b. A written letter from the parent(s)/guardian(s) stating approval for the student's early graduation, as well as an understanding of the Early Graduation Policies and Procedures.
 - c. Proof of extenuating circumstances (see Board Policy #345.61 for reference).
 - d. Written verification from the school counselor that all requirements for graduation and the School Board's minimum required certifiable credits for graduation can be fulfilled before the graduation date.
3. After receiving the Early Graduation Request, a meeting with the 1) administrator(s); 2) school counselor; 3) teacher(s); 4) student; and 5) parent(s)/guardian(s) will be scheduled to review the request and provide the student and parent(s)/guardian(s) with information regarding the impact of the request and further steps that will need to occur (if any) prior to the request being granted.

I have read and understand all the necessary components required of me, as stated in the Early Graduation Policy, in order to pursue a request for early graduation, and have completed all items above by the designated timelines.

Student Signature: _____ Date: _____

STUDENT ELIGIBILITY INFORMATION – OFFICE USE ONLY

The following items are for the school counselor to verify and complete to help determine the student's eligibility for early graduation. This portion of the application/request will be discussed upon the first meeting with the student and school counselor.

- The student initiated a meeting with the school counselor to discuss the request for early graduation.
- The student has earned the minimum number of credits required for graduation for his/her class.
- The student has completed, or will complete, a minimum of six semesters of high school upon early graduation.
- The student has taken and passed, or is scheduled to take, the Career Exploration course.
- The student has exhausted all possible interventions, plans, or "options," to meet the needs of the student in his/her circumstances for requesting early graduation, which have been reviewed and approved by the school counselor and/or administrator.
- The student has been informed that he/she is not eligible to receive local scholarships and must relinquish the right to the Wisconsin Higher Education Aids Scholarship Award if he/she pursues early graduation at the end of the 2nd semester of his/her Junior year, as he/she will not be a considered a member of his/her 12th grade class.
- The student has submitted all necessary paperwork (including this application) by the deadline appropriate for his/her early graduation date (October 1st of his/her Junior year, if graduating at the end of the Second Semester of his/her Junior year, or May 1st of his/her Junior year, if graduating at the end of the First Semester of his/her Senior year). Application materials that have been submitted:
 - Written statement by the student
 - Written letter by the parent/guardian
 - Proof of extenuating circumstances
 - Written verification by the school counselor
- A meeting with the 1) administrator(s); 2) school counselor; 3) teacher(s); 4) student; and 5) parent(s)/guardian(s) has been scheduled to review the request and provide the student and parent(s)/guardian(s) with information regarding the impact of the request, and further steps required prior to the request being granted.

School Counselor Signature: _____ Date: _____

EARLY GRADUATION REQUEST & REVIEW – OFFICE USE ONLY

Student, _____, has submitted a request for early graduation from Tri-County High School for the 1st / 2nd semester of Junior / Senior year. An official meeting has taken place on (date) _____ between the administrator(s), school counselor, classroom teacher(s), student, and parent(s)/guardian(s) to determine the student's best possible pathway for his/her academic and post-secondary success.

The following individuals were present at the meeting:

- | | | |
|----|------------------------|-----------|
| 1. | _____ | _____ |
| | Administrator Name | Signature |
| 2. | _____ | _____ |
| | School Counselor Name | Signature |
| 3. | _____ | _____ |
| | Teacher Name | Signature |
| 4. | _____ | _____ |
| | Student Name | Signature |
| 5. | _____ | _____ |
| | Parent/Guardian Name | Signature |
| 6. | _____ | _____ |
| | Additional Member Name | Signature |

A date of _____ has been set for School Board review of the student's early graduation request.

The student's request for early graduation HAS / HAS NOT been approved for the following reasons:

School Counselor Signature: _____ Date: _____

Administrator Signature: _____ Date: _____