

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



EARLY GRADUATION POLICY

The Winner School District does not encourage attempts to complete a course of study for high school graduation in less than four full academic years. However, the Board will accept modification of the four-year attendance requirement for high school graduation provided the student has satisfactorily completed the requirements for graduation as set forth by the State Board of Education and the Winner School District 59-2. Students planning to graduate early must notify the District by December 1 of their junior year.

In order to graduate early, a student must complete six (6) semesters or three years of high school attendance and have successfully completed the terms of the Winner School District Graduation Requirements.

The following procedures must be followed when a student requests early graduation:

- 1) Students are required to indicate their intentions to a counselor any time during their sophomore year with the deadline of December 1 of their junior year.
 - a. A cumulative grade point average of 3.0 is required to apply for early graduation.
- 2) The student and parents/guardians will set up a conference with the counselor to complete the following:
 - a. Academic credit check
 - b. Document reasons for early graduation that align with post-high school plans
 - c. Set up a tentative final schedule
 - d. Give parental/guardian permission form for early graduation, which must be completed before February 1 of their Junior year. This form is returned to the principal
 - e. Instruct student to have parent/guardian and student request conference with counselor, principal, student and parent/guardian after the permission form is completed
- 3) A conference with the principal is mandatory. The principal will approve or disapprove the student request for early graduation. If the student disagrees with the recommendation of the principal, the request may be appealed to the superintendent.
- 4) If an early graduate intends to participate in the graduation ceremony, they must indicate that intention on their final checkout form completed the last day of attendance. Early graduates' names will be included on the graduation program.

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**Winner School District 59-2
Early Graduation Request Form**

To the Principal of Winner High School:

Regarding the early graduation of _____, we, the parent/guardian of the student named above, have discussed the pros and cons of early graduation from Winner High School. We request that our student named above be allowed to graduate early, upon completion of all requirements.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

I, _____, hereby request the privilege of graduating from Winner High School after three years of attendance. I assume full responsibility for meeting all the requirements and deadlines. My parent/guardian approve my plan and will set up a conference with the high school principal.

Signature of student: _____ Date: _____

NOTE: A conference including the student, parent/guardian, counselor and high school principal is mandatory. It is the parent/guardian responsibility to contact the principal to schedule this conference.

The principal will approve or disapprove the request. If the student disagrees with the recommendation of the principal, the request may be appealed to the superintendent.

**THIS DOCUMENT WILL BE PLACED IN THE STUDENT'S
PERMANENT FILE**

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Winner High School Early Graduation Conference Form

First Conference with Counselor by December 1 of Junior Year.

- _____ Credit Check
- _____ Document reasons for how early graduation fits into post high school plans
- _____ Set up a final tentative schedule
- _____ Give student Early Graduation Request Form
- _____ Instruct student to have parent/guardian set up conference with principal

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Counselor's Signature: _____ **Date:** _____

Second Conference with Principal, Counselor, Parent/Guardian, and Student by February 1 of Junior Year.

Conference Decision: _____

Signatures Indicating Approval of Decision:

Student: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Counselor: _____ **Date:** _____

Principal: _____ **Date:** _____

NOTE: Any changes in this plan must be approved by the principal. Changes made without this consent may result in the Early Graduation Request being denied or voided.

Disapproval of decision and appeal to the superintendent will be pursued by the student and parent/guardian.

Superintendent Conference Date _____

Superintendent's Final Decision _____

**Superintendent's
Signature** _____