



# Clackamas Academy of Industrial Sciences Early Graduation Packet

To students and parents:

The determination to graduate one/two trimesters early or a year early is a big decision. It is a clear expectation that students remain in school for four years. However, recognizing that there are unique circumstances and a diverse population, some students may want to complete high school in less than four years. **Students who want to participate in graduation ceremonies are required to complete the early graduation packet.** Whether the plan is for the student to pursue post-secondary education, work, military, or vocational training, we want to provide a clear structure and a smooth transition.

The early graduation packet contains the following instructions and forms to complete the early graduation process:

- Steps and requirements
- Petition for early graduation
- Early graduation credit check
- Post-secondary transition plan and goals

**This entire early graduation application packet needs to be completed and returned to your counselor. Please feel free to ask your counselor for assistance. Your packet must be turned in on the following deadline schedule according to your proposed date of graduation:**

- **End of sophomore year if graduating at end of junior year**
- **End of junior year if graduating 1 to 2 trimesters early in senior year**

Student: \_\_\_\_\_

Date given: \_\_\_\_\_

Counselor: \_\_\_\_\_

Date returned: \_\_\_\_\_

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**Petition granted:** \_\_\_\_\_ **Petition not granted:** \_\_\_\_\_

Counselor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Early Graduation

## Steps and Requirements

**In order to walk in graduation, you need to meet ALL required criteria in the Early Graduation Plan.**

1. Students planning to graduate early must meet the graduation requirements for their original graduating class.
2. Students must have a grade point average of 2.75 or higher at the time of graduation and attach a transcript to this application.
3. Students must pass all state assessments and complete all required work samples.
4. Students must complete all components of their Internships.
5. Students must prepare a written **Transition Plan** with the assistance of their counselor.
6. Final step: The early graduation packet must be turned into the student's counselor who will verify that the packet is complete and accurate. The packet will then be reviewed by Administration, who will grant, modify, or deny the request. Once the packet reaches approval, the student will be contacted.

# Petition for Early Graduation

(please attach a copy of your transcript)

Student name: \_\_\_\_\_ Student # \_\_\_\_\_

Age: \_\_\_\_\_ Current year in school: \_\_\_\_\_ GPA: \_\_\_\_\_ Credits: \_\_\_\_\_

Desired date for graduation: \_\_\_\_\_

## STATE TESTING INFORMATION

(available from your counselor)

\_\_\_\_\_ Writing assessment

\_\_\_\_\_ Reading assessment

\_\_\_\_\_ Math assessment

\_\_\_\_\_ ESL language proficiency  
(if applicable)

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Parent/guardian name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Home Phone Work Phone

## **STUDENT INFORMATION**

Please write a brief statement as to why you plan to graduate early. Include your career goals, and use the back of this form if necessary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PARENT INFORMATION**

Please write a statement as to why you support your son's/daughter's decision to graduate early. Use the back of this form if necessary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Early Graduation Credit Check

Student Name: \_\_\_\_\_ Student # \_\_\_\_\_ Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

Original Graduation Date: \_\_\_\_\_ Desired Graduation Date: \_\_\_\_\_

Reason for Early Graduation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<u>COURSES</u>	<u>CREDIT EARNED</u>	<u>CREDIT REMAINING</u>	<u>COURSES</u>	<u>CREDIT EARNED</u>	<u>CREDIT REMAINING</u>
English	_____	_____	Health	_____	_____
Social Studies	_____	_____	Electives	_____	_____
Mathematics	_____	_____			
Science	_____	_____			
PE	_____	_____			
Fine/Appl Arts	_____	_____			
Internship	_____	_____			

## Planned Courses by Trimester

Trimester 1/2/3 Grade _____	Trimester 1/2/3 Grade _____	Trimester 1/2/3 Grade _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.

### OUTSIDE CREDIT

**(only 1.0 credits w/ counselor approval & completion deadline by end of student's final trimester)**

COURSE TITLE	CREDIT	EDUCATIONAL INSTITUTION
_____	_____	_____
_____	_____	_____

# Post – Secondary Transition Plans & Goals

## Continuing Education

Community college (name) \_\_\_\_\_

Four-year university (name) \_\_\_\_\_

Vocational school (name) \_\_\_\_\_

## Vocational Training

On-the-job training \_\_\_\_\_

Military/date of enlistment \_\_\_\_\_

Job Corps/date of entry \_\_\_\_\_

Apprenticeship/other \_\_\_\_\_

## Work

Place of employment \_\_\_\_\_

Start date \_\_\_\_\_

Employer signature

## Resources to assist with (check all that apply)

Financial aid \_\_\_\_\_

Savings \_\_\_\_\_

Scholarship(s) \_\_\_\_\_

Parental assistance \_\_\_\_\_

Work study/job \_\_\_\_\_

Self-supporting/live independently \_\_\_\_\_

Other \_\_\_\_\_

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**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_