

HORSEHEADS HIGH SCHOOL
REQUEST FOR EARLY GRADUATION

STUDENT NAME: _____

DATE OF BIRTH: _____ PRESENT GRADE: _____

PROPOSED DATE FOR COMPLETION OF DIPLOMA REQUIREMENTS: _____

NUMBER OF CREDITS EARNED AS OF JUNE, THIS SCHOOL YEAR: _____

COUNSELOR TO ATTACH CURRENT TRANSCRIPT TO REQUEST

HAVE YOU EVER BEEN RETAINED IN A GRADE? _____

IF YES, GRADE(S) OR SUBJECT(S) REPEATED: _____

PLEASE EXPLAIN WHY YOU WOULD LIKE TO GRADUATE EARLY: _____

WHAT ARE YOUR IMMEDIATE PLANS FOR THE FUTURE? _____

PARENT COMMENTS AND RECOMMENDATION: _____

PARENT SIGNATURE

DATE

COUNSELOR COMMENTS AND RECOMMENDATION: _____

COUNSELOR SIGNATURE

DATE

PRINCIPAL COMMENTS: _____

APPROVED _____ *NOT APPROVED* _____

PRINCIPAL SIGNATURE

DATE

POLICY ON EARLY GRADUATION

The program of studies offered at Horseheads High School is based on student attendance over a four school year period (grades 9-12). Some students may receive permission to graduate early by completing their diploma requirements prior to June of their projected senior year. There are two scenarios for early graduation: students may elect to graduate one semester early and complete their requirements in January of their senior year OR students may elect to graduate one full year early. Students electing to graduate a year early will “skip” their junior year and be promoted from 10th grade to 12th grade. Each student requesting permission to complete the requirements for graduation prior to their projected graduation date (early graduation) must complete the “Request for Early Graduation” form.

Approval of requests for early graduation must be given by the principal. In general, the student’s progress while in high school and the student’s plans for the time period immediately following early graduation are the determining factors for granting or withholding approval.

All request for early graduation must be received in the high school office by July 31st preceding the start of the academic year that the student intends to graduate.

In some cases wherein a student request permission to graduate one year early, a conference with the student, parent, counselor and principal may be required.

In the event of an unforeseeable situation that results in a request for early graduation after the submission deadlines, a conference of the student, parent, counselor and principal may be held.

****Please note that if a student applies for early graduation and rescinds the decision to graduate early, the request must be provided in writing.**