

APPENDIX A: Letter of Intent to Apply for Early Graduation

Early Graduation Information

Letter of Intent to Apply for Early Graduation

Senate Bill 61, passed during the 2013 Kentucky General Assembly, provides a pathway to early graduation for students who intend to complete high school in three academic years or less. Beginning with the 2014-2015 academic year, students who complete the Early Graduation requirements (see below) may receive a diploma from their district. Students who graduate in three years or less are also eligible for an Early Graduation Certificate, which they may use the year immediately following high school graduation when enrolling in an SACS accredited Kentucky two- or four- year institute of higher education.

Clarifying Points:

- The statutory changes and regulation go into effect beginning with the 2014-2015 academic year.
- KRS 158.142 states that a local board of education shall not impose graduation requirements that prohibit a student who is pursuing an early graduation program from finishing high school in less than four (4) years.
- Early Graduation is defined as a student meeting the performance criteria outlined in 704 KAR 3:305 Section 9 (2) and doing so in three years or less from the date of first enrolling in grade nine.
- To meet the criteria, students that intend to graduate early must meet minimum proficiency benchmarks for the four End of Course exams required for state accountability and meet college ready benchmarks for the ACT or other college readiness exam.
- A student who wishes to graduate early must complete a *Letter of Intent to Apply for Early Graduation* within the first 30 days of the academic year in which they want to graduate and the information must be entered into Infinite Campus and the ILP no later than October 1st of the academic year they intend to graduate.
- Students may take their one state supported ACT exam earlier than their junior year, as provided by the regulation.
- Early Graduation students require consistent monitoring and counseling to ensure they are on track to complete the early graduation requirement. The ILP should be completed and regular meetings between the student, family and counselor should monitor and update student progress as required in Section 4 of 704 KAR 3:305.

- The *Letter of Intent* is not binding; students may revert to regular student enrollment with the knowledge they have to meet the District's minimum requirements and that they will not be eligible for the Early Graduation Certificate.

Incentives:

- 1) A student who meets the Early Graduation requirements in 704 KAR 3:305 shall earn an Early Graduation Certificate to be eligible for a one time scholarship award to be used at a Kentucky two- or four-year public or independent non-profit SAC's accredited college or university the year immediately following high school graduation. The award shall be equal to one-half (1/2) of the SEEK statewide per pupil guarantee for one year.
- 2) Students who graduate from high school in three years shall also receive a Kentucky Educational Excellence Scholarship (KEES) award equivalent to completing high school in four years.

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Early Graduation Year _____

Student name	
SSID#	
Date of Birth	
Parent/Guardian name	
Permanent Mailing Address	
City, State, Zip code	
Parent phone number	
Parent email address	
High School Name:	
District:	
Principal:	
Mailing Address:	

Date student entered high school (MM/DD/YEAR)

Date student intends to graduate (MM/DD/YEAR)

Disclosures: (parent/guardian and student initial each statement)

_____ I have read and understood the attached information regarding Early Graduation.

_____ I understand that this Intent to pursue Early Graduation is an accelerated pathway and I intend to meet the academic criteria and timeline of the intent, graduating within three years of entry into high school. By meeting these requirements, I am eligible for the Early Graduation Certificate and a diploma.

_____ I understand that, should I attain Early Graduation and be awarded an Early Graduation Certificate award, I may need to provide additional information to the Kentucky Higher Education Assistance Authority (KHEAA) in order to have funds sent to my college or university.

_____ I understand that failure to meet the Early Graduation criteria or timeline will result in having to complete the regular minimum requirements for high school, and forfeiture of the Early Graduation Certificate

_____ I understand that if I intend to and attain Early Graduation, the Intent is not binding and I may choose stay in high school to pursue available opportunities. I understand however, that by remaining in high school, I forfeit the Early Graduation Certificate.

Signatures: (print name and sign)

Student _____ Date _____

Parent/Guardian _____ Date _____

Principal _____ Date _____

Superintendent _____ Date _____

The student status as an Early Graduate is to be entered into Infinite Campus no later than October 1st of the academic year in which the student makes the declaration, as stated in Section 9 of 704 KAR 3:305. The Signed and completed Intent form is to be uploaded into the student ILP

Date entered into IC _____ Into ILP _____

By (print name and sign) _____

If this student transfers to another Kentucky high school before completing Early Graduation, the Early Graduation Intent and information must be moved in Infinite Campus and a counselor must be assigned to monitor the student's progress.

Date moved _____

School, District _____

Date entered into IC _____

By (print name and sign) _____

END OF COURSE		DATE EOC TAKEN	SCORE		
Algebra II (148 or above)					
Biology (154 or above)					
English II (154 or above)					
US History (147 or above)					
ACT	DATE TAKEN	ENGLISH SCORE (18)	READING SCORE (20)	MATH SCORE (19)	

- A copy of this Intent form should be placed in the Student's Cumulative folder and a copy given to the student for their records.