

## Request for Early Graduation/Credit Advancement - Procedures and Criteria

The administration and staff at Carroll High School feel that all students benefit from a rich and full, four year high school experience. This allows students to develop socially and emotionally as well as academically to the greatest extent possible. However, we recognise that for a small portion of our student body this is not the best option.

Therefore we offer opportunities for Early Graduation and Credit Advancement on a limited basis. To be considered for early graduation or credit advancement students must meet the following criteria.

### Credit Advancement:

Students must be in at least the 10th grade.

Student must be passing current classes

Student must be able to complete their Career Academy Path before graduation.

Students must be at least 1 year behind grade level or over 18 years old.

### Early Graduation:

Students must be in at least the 11th grade.

Student must be passing current classes.

Student must be able to complete their Career Academy Path before graduation.

Student must demonstrate a compelling need to finish school early.

### Procedure for requesting Early Graduation/ Credit Advancement:

- 1- Complete attached request form and have a parent sign it.
- 2- Write a formal letter to your principal requesting Early Graduation/Credit Recovery explaining WHY you need this service. Include reasons you are behind and/or the circumstances that cause you to NEED to graduate early. Also include information about your plans after graduation and how you will benefit from these services.
- 3- Turn the application and *typed* letter into your guidance counselor.
- 4- You will be notified via e-mail when your request has been reviewed.  
If the request is granted a meeting with you, your parent, guidance counselor and administrator.

## Early Graduation/Credit Advancement Request Form

Please select the appropriate statement:

\_\_\_\_\_ I am in my correct cohort group (grade) I would like to be considered for **early graduation**. I understand that I can not graduate sooner than December of my senior year.

\_\_\_\_\_ I am at least one grade level behind my cohort group (grade) I would like to be considered for **credit advancement** to catch up to my correct grade.

Students Name \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Current GPA \_\_\_\_\_

Parents Name \_\_\_\_\_ Phone number \_\_\_\_\_

Academic Strengths- \_\_\_\_\_

Academic Weaknesses- \_\_\_\_\_

**I understand that if my request is granted I must still attend school on a daily basis. If my request is granted I will be willing to: (check all that apply)**

\_\_\_\_\_ Work from home ( I have internet access)

\_\_\_\_\_ Attend after school classes

\_\_\_\_\_ Double up on core classes

\_\_\_\_\_ Attend Summer School

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

To be completed by administrator:

Acceptable Discipline \_\_\_\_\_

Acceptable Attendance \_\_\_\_\_

Principals Signature \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_