

Early Graduation Request Letter Suggestions



Your early graduation request letter will be attached to your Early Graduation Request Form and presented to the Curriculum Committee so please put some care and thought into writing it. We advise students to have an English or Business teacher proofread your letter prior to submitting it to your school counselor.

- ▶ Use proper business letter format.
If you are unsure of proper format, please see Ms. Imhoff for examples.
- ▶ Address your letter to the Portage Community School District.
- ▶ State your intention/reason for requesting an early graduation.
- ▶ Describe what has led you to this decision: experiences, courses taken, people of influence, work, etc.
- ▶ Detail your plans upon early graduation and why you have chosen this path.
- ▶ Thank them for considering your request.
- ▶ Add a parent statement (with signature) on the bottom of the letter indicating that the parent(s) is/are in support of the request.
- ▶ Your letter should be minimum of one page in length.