



EARLY GRADUATION Requirements

Portage Community School District
Board Policy #PO5464 – **EARLY GRADUATION**
Adopted 11/8/2017; Revised 8/13/2018, 8/12/2019, 12/9/2021

The board acknowledges that some students are pursuing educational goals that include graduation from high school at an earlier date than their designated class. Early graduation may be granted after completion of seven (7) or more semesters of attendance (grades 9-12) to students who fulfill the following requirements:

- A. Complete graduation credit requirements;
- B. Earn a cumulative GPA of 2.5 or above;
- C. Have no more than three (3) unexcused absence, ten (10) excused absences, and zero (0) truancy tickets in their last two (2) full semesters of attendance;
- D. Submit **a written request for early graduation to the High School Principal** two (2) semesters immediately prior to the semester in which they wish to graduate. The request must include the purpose of the request and set forth a well-organized plan for their future. It must also be endorsed in writing by the student's parent/guardian.
- E. Receive a recommendation for approval by a committee of professional staff at the high school, including the building principal, the student's school counselor, and at least three (3) of the student's past or present high school teachers.

The High School Principal shall present the Early Graduation Requests to the District Administrator for consideration.

A request of early graduation which is denied may be appealed, in writing, within thirty (30) days of the decisions to deny the request, to the Early Graduation Appeal Committee (district administrator or designee, high school principal or designee, board member, counselor and a teacher). The written appeal shall explain the basis of the appeal and provide all necessary supporting information for the Early Graduation Appeal Committee to consider. The student and his/her parents may present the request to the committee, but the committee shall deliberate in private. The District Administrator shall send a written final decision to the student and his/her parent/guardian within ten (10) working days of the Appeal Committee decision.

NOTES:

* *Early graduation approval is conditional. The student must meet the early graduation requirements and complete all credit requirements to graduate early.*

** *Exceptions to the criteria and deadlines for submitting the written request for early graduation may be considered where compelling personal/family reasons are demonstrated.*

*** *The High School Principal or Designee can make exceptions to the requirement of seven (7) or more semesters of attendance when circumstances merit a student graduating in less than seven (7) semesters of attendance.*

The student may participate in the Graduation ceremony with his/her designated class.