

# **Pine Creek High School**

## **Early Graduation Process (Mid Year)**

### **STEP 1: Due Date - No Later than November 18<sup>th</sup> of graduation year.**

Student and Parent/Guardian meet with grade level counselor to discuss student's plan to meet graduation requirements. This includes checking current graduation status, plans to take additional courses and meet CDE ELA and Math requirements.

Complete the **Early Graduation Contract and Graduation plan matrix**. Must be signed by parent/guardian, student, counselor and administrator.

### **STEP 2: Due Date - On or before the last day of Semester 1**

Obtain **Early Grad checkout form** from Counseling Secretary. Complete the Check-Out Procedures in numerical order:

1. Return laptop/case/charger/cord
2. Return all books
3. Obtain signatures from all teachers
4. Obtain signature from College and Career for completion of Naviance Survey
5. Return Parking Pass and obtain signature from Bookkeeper
6. Submit your completed form to Registrar

### **STEP 3: Check for Senior Events/Graduation Information**

If you plan to continue to participate in PCHS events during Semester 2, please check your Infinite Campus account for updated emails. It is recommended that you add your personal student email to your IC account. This Week at the Creek events and any other important senior events will be sent via email. It will be the student's responsibility to check the website and/or emails for any senior announcements (grad practice, grad day show time, etc.)

## Pine Creek High School – Mid Year Graduation Contract

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

I am planning on graduating early for the following reasons:

### Conditions for Mid Year Graduation

Please review below and initial

| Parent/<br>Guardian<br>Initials | Student<br>Initials |                                                                                                                                                                                                            |
|---------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |                     | Student, Parent/Guardian and Counselor have discussed the graduation requirement plan (include Grad Req. matrix)                                                                                           |
|                                 |                     | All Outside Credits must be completed on the same day PCHS grades are due (approximately the 1 <sup>st</sup> day staff returns from holiday break in January)                                              |
|                                 |                     | All required ELA and Math proficiency must be met.                                                                                                                                                         |
|                                 |                     | Student will only be qualified for Honor Roll awards and Graduation Honors and Regalia. Student will not be qualified for Straight A's award.                                                              |
|                                 |                     | Student will only be allowed on school grounds during the semester in which they are attending classes. Semester 2 access must have prior approved arrangements by administrator during school hours.      |
|                                 |                     | Student can participate in senior events during second semester. i.e. Prom, Senior Lunch, Passage Assembly, Graduation and is subject to Student Code of Conduct prior to graduation day.                  |
|                                 |                     | Student must pick-up Check Out form from Counseling Secretary. Check out includes: Complete College & Career Post-Graduation form, return all books, parking pass and laptop and pay any outstanding fees. |
|                                 |                     | Return completed Check Out form to Registrar no later than last day of Semester 1.                                                                                                                         |

**Continue to participate in Semester 2 senior events including graduation? Yes or No (circle one)**

You will continue to receive all communication from ASD20 and Pine Creek HS.

Address to Send the Diploma: \_\_\_\_\_

I understand and agree to the conditions of this contract: \_\_\_\_\_ Date: \_\_\_\_\_

(Student Signature)

I understand and agree to the conditions of this contract: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian)

**PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE BY NOVEMBER 18th**

*Counselor Verification & Administrator Approval:*

*Verified Math/ELA Proficiency:* \_\_\_\_\_

*Counselor Verification:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Administrator Approval:* \_\_\_\_\_

*Date:* \_\_\_\_\_