



Union County Public Schools

Application for Early Graduation

Mid Year

Application Guidelines

Graduation requirements are completed when all NC graduation requirements are fulfilled, all local standards have been met and the student has accumulated enough credits to meet the maximum potential minus four formula. Traditional high school graduates are expected to accumulate 28 credits (maximum potential – 32 minus 4 = 28). Career Academy students at South Providence and South Providence students are expected to accumulate 22 credits (North Carolina graduation requirements).

1. The student must have a conference with his/her counselor before the end of the junior year and submit a formal application at that time.
2. The student should have accumulated all but four credits necessary for graduation by the end of his/her junior year. If more than four courses are needed for graduation, a workable plan must be in place and approved by the school-based committee. The proposed courses for the student's first semester of the senior year should be clearly printed in the appropriate area of the form and initialed by the guidance counselor.
3. The student must have definite and acceptable purposes and goals for early graduation; i.e. entrance into a post-secondary institution, a full-time job commitment, enlistment into the armed forces, etc.
4. Guidance counselors are to ensure that the form has been fully completed (all fields are required) prior to submitting for committee and/or Principal approval. Incomplete applications will be returned to the school.
5. The school principal will appoint a standing committee each year to examine all requests for accelerated graduation and make a final recommendation as to the validity of the request. Completed applications will be reviewed by a school-based committee of administrators, guidance counselors and teachers. The committee established shall render its recommendation on the request no later than 20 days after the submission date. If denied, the committee will justify the decision in writing to the parent or guardian of the student, with a copy provided to the school principal. (In the event of a negative ruling, the parties making the request will have the right to appeal the decision by first meeting with the high school principal and then submitting an appeal in writing to the Superintendent for Instructional Programs. The written appeal to the Superintendent for Instructional Programs must be made within 10 school days of the committee's decision.)
6. An application that has been approved at the school level should be forwarded to the Director of College Readiness & Innovation for final approval from the Assistant Superintendent of Instruction within the first 10 days of the semester. Approved applications will be returned to the guidance counselor. If an application is not approved, the guidance counselor will receive a written explanation to give to the student.
7. It is understood that if the required credits/CPR training cannot be scheduled as needed or if the student fails to earn the credits/CPR training necessary, the student will not be able to graduate early.



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Name: _____ Student ID _____

Name of Parent/Guardians _____

Address _____

School Name _____

Subject	Required Credits	Credits Completed	Credits Needed
English	4		
Math	4		
Science	3		
Social Studies	4		
Health / P.E.	1		
2 Electives – Art, World Language or CTE	2		
4 Electives – CTE, Arts, ROTC or other Academic Area	4		
Other Electives	1 - 7		

Maximum Potential =	Totals:		
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CPR Requirement met? _____yes _____no

CASP Student? _____yes _____no

Proposed Schedule for Senior Year

Please attach the PowerSchool schedule to this application.

First Semester

**Counselor's
Initials**



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Student Request for Early Graduation – Please state specific reasons for your request and include post-secondary or job-related plans. Please attach any additional information.

Parent Comments:

Student Signature

Date

Parent Signature

Date

Counselor's Signature

Date of Submission

School Level	_____ Approve Request	_____ Deny Request
Principal Signature	_____	_____
Signature by Principal confirms that school-based committee has approved this request (POS, Page 30) and all Early Graduation application guidelines have been met.		
Processor Signature	_____	_____
Superintendent Signature (or designee)	_____	_____