

## GRADUATION POLICY

Effective for 2020-21 School Year

A student who is classified as a senior and loses graduation status before or at the end of the second trimester of his/her senior year will not be eligible to participate in the commencement exercises.

Students who remain eligible for graduation through the second trimester but do not meet the requirements at the end of the senior year may participate in commencement but will not receive their diplomas until all requirements are successfully completed.

### EARLY GRADUATION PROCEDURES

- I. Students desiring early graduation from high school must meet the following:
  - A. Apply **by the October Board of Education meeting** of their senior year.
  - B. Submit a letter of request from his/her parent(s) or guardian(s).
  - C. Complete all required courses and enough credits which meet the graduation requirements by the anticipated date of early graduation.
  - D. Complete a minimum of the equivalent of seven semesters of high school work. Exceptions to this requirement may be made in unusual circumstances as approved by the Board of Education.
  - E. Consult with the principal or designee about graduation and class rank procedures, honors and other considerations.
  - F. Submit a written plan describing planned post high school activities and rationale for early graduation.
- II. The following are items that students and parents or guardians should consider and be aware of before deciding about early graduation.
  - A. Students accepted for early graduation will be eligible for consideration for application procedures.
  - B. Class rank from the time that the early graduate left high school will be noted on the list with full-term students.

- C. Understand that no formal diploma will be issued or commencement exercises held before the May commencement activities. The early graduates will be permitted to return for regular May commencement activities if they so desire. Their school records will indicate completion of all graduation requirements for purposes of employment or post high school training.
  - D. Students who graduate early will not be permitted to take part in any organized school activity (such as athletics, clubs, field trips, etc.) with the exception of May commencement activities. They will, however, be permitted to attend school functions open to the public, like any other member of the adult community.
- III. A student will be granted early graduation when:
- A. A completed early graduation application is submitted within the stated timelines.
  - B. It is approved by the administration and Board of Education.

Legal Reference: Section 118.33 Wisconsin Statutes

Section 121.02 (1) (p)

PI 18, Wisconsin Administrative Code

Attachment: "Independence School District Application for Early Graduation"  
Form (2 pages)

Original Policy adopted March 26, 1984

First Reading of Early Graduation Portion: September 14, 1998

Second Reading of Early Graduation Portion: September 23, 1998

Entire Policy Reaffirmed annually February 15, 1999 through Feb 1, 2012

Reaffirmed: October 3, 2018

Revised: February 5, 2020

**Attachment to 345.61**

Independence School District  
**Independence, WI**  
**Early Graduation**

Early graduation from Independence High School may be permitted in accordance with approved district procedures.

The Independence School Board of Education has the final authority for deciding whether or not the student shall graduate from high school early. The Board shall receive the recommendation from the administration and decide this matter by the results of a vote at a regular board meeting.

Legal Ref.: Sections 118.33 Wisconsin Statutes  
121.02(1) (p)  
PI 18, Wisconsin Administrative Code

Cross Ref.: 345.61 Early Graduation Procedures  
345.61`Exhibit, Application for Early Graduation from High School  
345.6 Graduation Requirements

First Reading of Policy: September 14, 1998  
Second Reading of Policy and Adoption: September 23, 1998  
Reviewed annually February 15, 1999 through Feb 4, 2008  
Revised September 8, 2008  
Reviewed annually February, 4, 2009 through Feb 1, 2012  
Addendum Sept 8, 2008 Policy 345.61

**Independence School District  
Independence, WI**

**Early Graduation Procedures**

- I. Students desiring early graduation from high school must meet the following:
- A. Apply **by the October Board of Education meeting** of their senior year.
  - B. Submit a letter of request from his/her parent(s) or guardian(s).
  - C. Complete all required courses and enough credits which meet the graduation requirements by the anticipated date of early graduation.
  - D. Complete a minimum of the equivalent of seven semesters of high school work. Exceptions to this requirement may be made in unusual circumstances as approved by the Board of Education.
  - E. Consult with the principal or designee about graduation and class rank procedures, honors and other considerations.
  - F. Submit a written plan describing planned post high school activities and rationale for early graduation.
- II. The following are items that students and parents or guardians should consider and be aware of before deciding about early graduation.
- A. Students accepted for early graduation will be eligible for consideration for scholarships in the school year that they graduate and will need to follow the usual application procedures.
  - B. Class rank from the time that the early graduate left high school will be noted on the list with full-term students.
  - C. Understand that no formal diploma will be issued or commencement exercises held before the May commencement activities. The early graduates will be permitted to return for regular May commencement activities if they so desire. Their school records will indicate completion of all graduation requirements for purposes of employment or post high school training.
  - D. Students who graduate in January will not be permitted to take part in any organized school activity (such as athletics, clubs, field trips, etc.), with the exception of May commencement activities. They will, however, be

permitted to attend school functions open to the public, like any other member of the adult community.

III. A student will be granted early graduation when:

A. A completed early graduation application is submitted within the stated timelines.

B. It is approved by the administration and Board of Education.

**Independence School District  
Independence, WI**

**Application for Early Graduation from High School**

Student's Name \_\_\_\_\_

I hereby request permission for early graduation from Independence High School. Early graduation is being planned at the end of the seventh semester. If this request is approved, I understand that any end-of-semester failures in courses required for graduation automatically voids the approval.

1. I have completed and submitted an application **by the October Board of Education meeting**.
2. I will have completed the equivalent of seven semesters of successful high school work by the time of early graduation.
3. I have submitted a letter of approval from my parent(s) or guardian(s). (This letter is part of the application.)
4. I have secured and attached written verification from my counselor that all course and credit requirements for graduation can be fulfilled before the date of early graduation.
5. I have submitted two letters of recommendation from high school teachers.
6. I have consulted with the principal or designee regarding graduation and class rank procedures and honors.
7. I have attached a written post secondary plan and rationale for early graduation.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Verification of the Counselor**

I consulted with this student and verified that all course and credit requirements for graduation \_\_\_\_\_ can \_\_\_\_\_ cannot be fulfilled before the date of early graduation.

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Independence School District  
Application for Early Graduation From High School**

**Parent Verification**

I reviewed this packet, including my letter of request, and am \_\_\_\_\_ in support \_\_\_\_\_  
not in support of my student's request for early graduation.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Verification of the Principal/Designee**

I consulted with this student and reviewed this application. I hereby verify eligibility and  
\_\_\_\_\_ recommend \_\_\_\_\_ do not recommend this student for early graduation.

Principal's/Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval of the School Board**

The Independence School Board reviewed and \_\_\_\_\_ approved \_\_\_\_\_ denied this  
application for early graduation.

School Board President \_\_\_\_\_ Date \_\_\_\_\_