## **Board Policy**

Code No. 505.6R1

## EARLY GRADUATION REGULATION **EARLY GRADUATION PROCEDURE**

Students who are considering an early graduation from Bettendorf High School must follow the steps as outlined below. Early graduation is defined as completing the required number of credits and courses for graduation prior to the normal four year sequence. Eligible seniors must apply for early graduation based on the following timelines: September 15 for end of first quarter graduation, November 1 for end of second quarter graduation, or January 15 for end of third quarter graduation. Eligible juniors must apply for early graduation by the end of the second quarter of their junior year. The student must work with the assigned guidance counselor in order to progress with the accumulation of credits and required course work. The following procedures are processed through the guidance office.

## **Steps for Consideration of Early Graduation:**

The student is to discuss with the assigned counselor the desire to seek early graduation. Such a conference must occur before the deadlines listed above. This preliminary discussion will focus on:

- The advantages & disadvantages of early graduation;
- The student's future plans and reasons for early graduation;
- A review of credits achieved and anticipated;
- Parental views; and
- Other concerns as expressed by the student's counselor.

Should the student wish to continue with early graduation, the following steps will occur:

- A. The student submits a written request for early graduation to the high school administration. This written request should clearly describe the factors listed in #1 above.
- B. The student's parents submit a written statement regarding the request for early graduation. The parent letter must acknowledge the student's request and demonstrate agreement or disagreement with the request.
- C. The student's counselor submits a written recommendation to the high school administration in behalf of the student. Any special concerns should be noted as well as verifying the student's progress toward meeting the graduation requirements. The counselor also completes the Early Graduation Application Request form.
- D. The letters from the student, parent and counselor are attached to the Early Graduation Application Request and forwarded to the high school administration.
- E. The high school administration office will attach a copy of the student's permanent record, current course grades and current class schedule.
- F. Preliminary approval/disapproval is determined by the high school administration. This condition is dependent on the student successfully completing all requirements during the remaining grading semester/s. A follow-up letter is sent to the student and counselor.
- G. Final approval is granted during the last quarter the student would be enrolled. The student must successfully have completed all graduation requirements at the end of this grading period. If the student is graduating one year early, the student will be advanced to grade 12 during the fourth quarter.

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H. Upon successful completion of all required course work as well as the recommendation of the high school principal, the student will be issued a diploma. If the student is graduating one year early, the diploma will be issued during the spring commencement; otherwise a student graduating one term early will be issued a diploma at the conclusion of the first term. The student will retain the option of participating in commencement at the conclusion of that school year.

Reapproved: June 21, 2004

July 9, 2007 July 11, 2011 Revised: August 6, 2012