

Board Policy

Code No. 505.6

EARLY GRADUATION

Students may graduate prior to the completion of grade twelve if the course work required for graduation has been fulfilled under Board Policy 505.5 Graduation Requirements. In such cases, the student must have the approval of the Board of Directors and a recommendation by the Superintendent and the principal.

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.

Students must work with their assigned guidance counselor in order to ensure their graduation plan includes the required course work and credits necessary to qualify for early graduation. The following procedures are processed through the office of student services.

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 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 on 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.

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.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in all school related extra curricular and co-curricular activities as well as commencement exercises.

Legal Reference: [Iowa Code §§ 279.8; 280.3.](#)

[281 I.A.C. 12.3\(5\); 12\(5\)](#)

Cross Reference: *505 Student Scholastic Achievement*

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