

Policy #345.61 Early Graduation

The Williams Bay School District accepts a philosophy of education that recognizes the individual differences among students. It is recognized that the more schooling that a pupil receives, the greater their chances for a successful future. We also recognize that students learn and mature at widely differing rates. To this end, Williams Bay High School (WBHS) desires to maximize, and not minimize, a pupil's educational opportunities. For this reason, WBHS will only permit early graduation following completion of seven (7) semesters.

Criteria for Early Graduation

Students applying to graduate after seven (7) semesters must meet the following criteria:

1. Coursework meets state and local graduation requirements as determined by High School Administration.
2. Students' immediate future plans include full-time employment, the armed services, and/or enrollment in an accredited technical college, 4-year university.
3. Student successfully completes (passes) all courses enrolled in during the seventh semester.
4. During the seventh semester, the students must not be identified as a habitual truant according to the state compulsory school attendance statute 118.15.
5. Complete procedures for early graduation on or before October 1 of the seventh semester.
6. Completed application includes signatures by student, parents (if student is less than 18 years old), and high school principal.

Procedures to Request Early Graduation

1. The pupil must discuss the early graduation possibilities with his/her school counselor.
2. The pupil must write a letter to the principal stating the reasons for the request.
3. A parent or guardian must return the early graduation form to the principal stating support and approval of their pupil's early graduation request.
4. The principal and counselor will review the student's letter and parent form.
5. A conference will be held with a parent or guardian, the pupil, the principal, and the school counselor to discuss the request.
6. The principal's favorable recommendation will be based upon the following criteria: maturity, academic ability and progress, etc. Denial of the request will be completed in writing by the principal and a copy provided to the student and his/her parent or guardian.
7. Pupils wishing to graduate after completion of seven (7) semesters are required to initiate this process in writing by the end of the junior year (no later than June 5th). Special circumstances will be evaluated individually.

Rights and Responsibilities

1. Students graduating early will be required to take final exams, or their equivalent, prior to their last school day.

2. Prior to graduation, final class rank in the present graduating class will be based on the last grading period of the final term while the student is enrolled with the Williams Bay School District. Early graduates will be eligible for any scholarships awarded by or through Williams Bay High School. Early graduates will also be eligible for a Wisconsin Academic Excellence Scholarship.
3. No formal diploma will be issued, or commencement exercises held for early graduates. Those early graduates will be permitted to return for regular commencement activities if they so desire. Their school records will indicate completion of all graduation requirements for the purpose of employment or post-high school training. If the student chooses not to participate, the diploma will be issued following the commencement exercises.
4. Those individuals who graduate early will not be permitted to take part in any organized school activity (such as athletics, clubs, school dances, field trips, etc.), except for commencement activities. They will, however, be permitted to attend school functions open to the public like any other member of the adult community.

APPROVED: April 8, 2024

Early Graduation Application

Early graduation is an opportunity for very capable students to complete their high school graduation requirements by their 7th semester of school, in order to pursue further education and/or full-time employment. Students must complete all of the credit requirements for a standard diploma for their respective class and high school in order to qualify. The specific details of the standard diploma requirements may be found in the Course Description Guide or the [Williams Bay School District Student Services Website](#).

Students wishing to graduate early, must work with their counselor to submit a completed application by June 5th of their junior year to their principal. Please complete all of the fields below and attach all of the required documents. Incomplete applications will not be considered.

Date:	High School: Williams Bay High School
Student Name:	Student ID:
Date of high school entry:	Date of desired graduation:
Current GPA:	Total Credit Hours:

Listed below is a checklist of necessary documents which must be attached to this Early Graduation Application. If the application is approved, all graduation requirements must be met by the end of the 7th semester.

Students who wish to participate in the graduation ceremony in the spring with their senior class, must submit a Request to **Participate in Graduation Ceremony form by October 1st of their senior year.**

- Copy of the student's most recent transcript.
- Copy of the student's current schedule.
- Copy of the student's Graduation Progress (from Skyward)
- Completed Early Graduation Plan.
- One-page, typed letter explaining
 - Why the student wants to graduate early
 - The educational benefit the student will gain through early graduation
 - What the student plans to do with time after graduation

Student and Parent Review

The parent and student signatures below verify the understanding of the following statements:

- It is the student's/parent's responsibility to contact any college/university admissions office to ensure that early graduation from high school will not negatively affect the student's admission.
- The student will not be enrolled in high school for an 8th semester if all requirements are met.
- The student will not have any benefits associated with enrolled students after the graduation date, including but not limited to:
 - Extra-curricular activities, i.e. sports, clubs, dances, plays
 - Bus transportation
 - Lunch program
 - Special education and related services
 - English Language Learner services
 - Dual credit or dual enrollment courses
- After the graduation date, the student is considered a "visitor" when on campus and must follow all the procedures and conditions that apply to visitors of the school.

Signature of parent _____ Date

Signature of Student _____ Date

Counselor Review

My signature below verifies that I have reviewed this student's record and believe he/she qualifies for early graduation. I have met with the student and parent, and have communicated the conditions associated with early graduation.

Print Name _____

Signature _____ Date

Principal Review

My signature verifies that I have reviewed this student's record, have met with the student and communicated with his or her parents, and have reviewed the conditions associated with early graduation.

After discussion with the student, counselor, and parents, and careful review of all of the submitted documents, I

Recommend _____ for early graduation
Student Name

Do not recommend _____ for early graduation for the
Student Name
following reason(s):

Signature of Principal _____ Date _____

REQUEST TO PARTICIPATE IN GRADUATION CEREMONY

Students who have been granted permission to graduate after the 7th semester of high school and who successfully complete all of their graduation requirements by the end of the 7th semester, may apply to participate in the spring graduation ceremony.

These students **must apply for the right to participate with their graduating class by October 1st of their senior year.** The application will be made to the principal of the high school. Upon *receipt* of the request, the principal will review the application with the high school student services team for feedback prior to a presentation to the Superintendent or designee for final consideration.

Date: _____ School: _____

Student Name: _____ Student ID # _____

I, _____, will meet all requirements for graduation after my 7th semester and have an approved Early Graduation Application on file in the District Office. I request to participate in the spring graduation ceremony with my senior class. I understand that this permission does not grant me rights to any other school activities or extracurricular activities after my early graduation date.

Signature of Student _____ Date _____

Parent Signature _____ Date _____

Principal Review

_____ Approved. The student may participate in the commencement ceremony scheduled for

_____ Denied. The student may not participate due to the following reason(s)

Signature of Principal _____ Date _____

Plan for Completion

List the courses needed to fulfill the remaining graduation requirements.

Summer	Fall

I understand that I must complete the remaining requirements for graduation listed above by the end of my 7th semester of high school in order to graduate early. I further understand that completing high school by the 7th semester means I am not eligible to participate in school activities after my graduation date.

Student Signature _____ Date _____

Parent Signature _____ Date _____

I have reviewed the requirements for early graduation with the student and the parent. I support the student's request for early graduation.

Counselor Signature _____ Date _____