



Early Graduation Proposal Cover Sheet

The purpose of this cover sheet is to help you organize and prepare your Early Graduation portfolio prior to the October 1st deadline of the year you intend to graduate early. Please have the following sections ready before meeting with your school counselor to discuss your transcript and schedule in more detail. Upon completion of the meeting with your school counselor, your portfolio will be ready to submit to high school administration for approval by the East Troy Board of Education. Students desiring to graduate early should always consult East Troy Board of Education Policy 345.71 for up to date guidance on completing a request to ensure they have all required materials for their portfolio to be considered.

Please initial next to each item below to complete your packet with your School Counselor:

Student Name: _____ Total credits earned: _____ GPA: _____

Credits to be earned Senior Year: _____ When do you wish to graduate early? _____

Short rationale of request to graduate early: _____

I wish to participate in the June graduation ceremony and understand it is my responsibility to stay up to date on any senior class communications (i.e., yearbook, graduation details and requirements) (circle one): YES / NO

I have met the 21.5 credits at the start of my senior year required by Board Policy 345.71 (circle one): YES / NO

_____ I have written a letter that details the activities and performance of my time at East Troy High School and an explanation of why I am requesting to graduate early

_____ I have written acknowledgment from my parents/guardians supporting my early graduation request

_____ I understand that I cannot attend any school sponsored student events after my date of early graduation

_____ I understand that I will receive my diploma after the June graduation ceremony

Once you completed the above, please contact your school counselor to set-up an early graduation meeting

_____ I have met with my East Troy High School - School Counselor Date of meeting: _____
Mr. Benjamin Hertel – Students with last names: A-K
Ms. Dominique Boston – Students with last names: L-Z

_____ My high school transcript and plan to graduate (completed during meeting with School Counselor)

(For Office Use Only)

School Counselor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Date portfolio to be presented to the Board of Education: _____ Approved / Denied

Date approved/denied: _____ If denied, reason for denial: _____

Date student and family notified regarding status of approval: _____ Counselor Initials: _____
(updated: 10/2022)



345.71

EARLY GRADUATION POLICY¹

- I. An East Troy High School student who wishes to complete graduation requirements at the end of either the first or second trimester of their senior status must meet certain criteria:
 - A. The student must declare the intent to graduate early, by the beginning of their senior status, but not later than October 1st.
 - B. To be eligible to graduate at the completion of the first trimester, the student must have earned 22.0 required credits by the start of their senior status. To be eligible to graduate at the completion of the second trimester, the student must have completed 19.5 credits by the start of their senior status.
 - C. A student must have the minimum required 24.50 credits for graduation.
 - D. The student must present the portfolio containing an explanation of why the student is requesting early graduation, a summary of the student's activities in school, and an approval by parents of the request to graduate early.
 - E. Students transferring into East Troy High School at the beginning of their senior status would be eligible to apply upon entrance.
 - F. Students with unusual circumstances will be considered on an individual basis, through application to the Principal.
- II. Absence
 - A. The maximum number of days of absence allowable is determined by statute.
- III. Citizenship
 - A. Truancy, tardiness, detentions, suspension and general conduct will be considered by the committee, which reviews the portfolios.
- IV. A Review Board composed of the Principals, and counselors, will need to review each portfolio.
 - A. The ultimate decision would be by the Board of Education upon the recommendation of this Review Board. If approval is given, the student will be scheduled to accumulate sufficient credits to fulfill graduation requirements at the end of the first or second trimester of the senior status. The student will not receive a diploma until commencement in June. However, a letter will be issued stating the student has fulfilled graduation requirements at the end of the first or second trimester. The student may participate in commencement ceremonies in June but should advise the Principal of the intent to participate or not to participate prior to February 1st. Students graduating early will be considered for the Laude recognition. Also, students fulfilling graduation requirements early are not eligible to compete in any sports, clubs, or extracurricular activities once they have graduated.