

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** July 8, 2016

**To:** High School Principals

**Department:** Office of Secondary Schools

**Subject:** **EARLY GRADUATION FROM HIGH SCHOOL**

**Persons Concerned:** High School Administrators, Head Counselors, School Counselors and School Registrars

**Reference:** Administrative Procedure 4770: Graduation from Senior High and Administrative Procedure 4771: Alternative Means of Satisfying the Prescribed Course of Study.

**Action Requested:** Review guidelines, recent changes and implement as necessary

**Background:**

SDUSD high school students in the following circumstances may accumulate enough credits to graduate early:

- Students in 4x4 schools or schools with A/B schedules may complete up to earn 16 credits each year (as opposed to 12 credits earned in a traditional 6-period high school).
- Students may earn credits beyond the school day by taking UC 'a-g' approved online Edgenuity approved courses.
- Students who successfully complete UC 'a-g' courses in world language and mathematics beginning in grades 7 and 8 can potentially earn as many as 8 credits prior to entering grade 9.

Early graduates have been awarded diplomas for many years. However, a uniform process for approval has not been in place. In response to requests for an Early Graduation formal process, the Office of Secondary Schools is providing administrators, counselors and registrars with the attached document to guide the process.

Students may petition for Early Graduation due to college readiness, apprenticeship programs, family commitments, parenting responsibilities, military service, a potential family relocation, employment opportunities, or other reason. Nevertheless, not all students who meet the graduation requirements before their senior year will choose to graduate early. The University of

California and California State University systems expect that students complete courses at a C or better level and well beyond the minimum in the core content disciplines. Students who want to be well prepared for academic or career opportunities after high school may wish to continue in high school to take advantage of the depth and breadth of UC ‘a-g’ course offerings that exceed the minimum requirements. Students who successfully complete take pathway and capstone courses in the CTE program enhance their placement for career opportunities and college admission. Successful completion of college courses offered high school in partnership with the San Diego Community College District and UCSD can also contribute to a student’s college readiness and competitive ability in the college admission process.

**Implementation:**

Students who graduate early must meet all graduation requirements listed in Administrative Procedure 4770. The “Early Graduation Request” does not exempt the student from meeting all subject area, GPA, and credit requirements. Students must complete the UC ‘a-g’ coursework required for graduation, earn a minimum of 44 credits with a 2.0 GPA, and maintain a record of responsible behavior.

When the School Counselor or Principal receives a request for Early Graduation, the School Counselor will assist the student and parent in completing the “Early Graduation Request” form (Attachment 1). The Early Graduation Request must be completed before the student’s final semester or quarter of attendance. All sections of the form—including student, parent, principal and counselor signatures—must be completed prior to submission to the Executive Director, Office of Secondary Schools, for final approval. The student’s current high school transcript with courses in progress must be attached to the form. The fully signed form will be returned to the school registrar for filing in the student’s cumulative folder, registrar’s Secondary School Counselor/Registrar Notebook, and the school counselor’s Academic Review notebook.

Questions regarding this circular should be addressed to Cheryl Hibbeln, Executive Director, or Francesca Del Carmen-Aguilar, Program Manager, Office of Secondary Schools, at (619) 725-7343.

APPROVED:



Cheryl Hibbeln  
Executive Director, Office of Secondary Schools



### EARLY GRADUATION REQUEST

This Early Graduation Request must be completed prior to the student's final semester or quarter of attendance. It must be submitted to the Executive Director, Office of Secondary Schools, for final approval. After it has been signed by the student, parent/guardian, school counselor, and site principal, a copy of the student's transcript with courses in progress must be attached and submitted to Office of Secondary Schools. If approved, the signed form will be returned to the school registrar for filing in the student's cumulative folder, registrar's secondary school counselor/registrar notebook, and the school counselor's academic review notebook.

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Requested Graduation Date (MM/DD/YYYY): \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Class of: \_\_\_\_\_

Reason for Early Graduation Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Schedule: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Class of 2016 and beyond credits earned: Completed (✓), or In Progress (IP), or Projected Course (PC)

6 Credits: World History 1,2 \_\_\_\_\_ US History 1,2 \_\_\_\_\_ Govt. \_\_\_\_\_ Econ \_\_\_\_\_

8 Credits: English 1,2 \_\_\_\_\_ English 3,4 \_\_\_\_\_ AmLit 1 \_\_\_\_\_ AmLit 2 \_\_\_\_\_ Sr. English 1, 2 \_\_\_\_\_ -Senior Course taken: \_\_\_\_\_

6 Credits: Integ.Math I A-B (Alg) \_\_\_\_\_ Integ.Math II A-B (Geom) \_\_\_\_\_ Integ.Math III A-B (Int.Alg) \_\_\_\_\_ Other Math: \_\_\_\_\_

6 Credits: Biology 1,2 \_\_\_\_\_ Chemistry 1,2 \_\_\_\_\_ Physics 1,2 \_\_\_\_\_ Earth Science 1,2 \_\_\_\_\_ Other Science: \_\_\_\_\_

4 Credits: Language Other Than English \_\_\_\_\_ Language taken: \_\_\_\_\_ LOTE Certification: \_\_\_\_\_

2 Credits: Visual and Performing Arts \_\_\_\_\_ Courses taken: \_\_\_\_\_

4 Credits: Physical Education \_\_\_\_\_ FITNESSGRAM® completed \_\_\_\_\_

List any courses that will be taken through iHigh or Edgenuity as a first time course:

iHigh: \_\_\_\_\_

Edgenuity: \_\_\_\_\_

Current 9-12 WGPA: _____	Credits to Date: _____	Credits Currently Enrolled: _____
Projected Credits in Final Semester or Quarter: _____	Projected Total Credits: _____ (44 minimum)	

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Requested Graduation Date: \_\_\_\_\_

Early Graduation Request for (Student Name): \_\_\_\_\_ ID#: \_\_\_\_\_

Early graduates may participate in the June commencement after completing all graduation requirements. The diploma will be available at that time. Verification of early graduation can be sent to a community college, university, technical program, or armed forces recruitment office as requested by the student.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by Principal: \_\_\_\_\_ (Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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OSS Office Notes:

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\_\_\_\_\_  
\_\_\_\_\_

Reviewed by (signature): \_\_\_\_\_ Date \_\_\_\_\_

- Approved
- Denied (See OSS Office Notes)

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Executive Director, Office of Secondary Schools