

Hermon School Department

**EARLY GRADUATION**

The Hermon School Committee does not encourage attempts to complete a course of study for high school graduation in less than four full academic years. However, the Hermon School Committee will accept modification of the four-year attendance requirement for high school graduation provided the student has satisfactorily completed the requirements for graduation as set forth by the State of Maine and the Hermon School Committee. Students planning to graduate early must notify their school counselor, no later than, the first day of the first semester of their junior year. Making this decision earlier than this deadline will permit the student to work with his/her counselor to develop a plan.

To graduate early, a student must complete six (6) semesters or three years of high school attendance and have successfully completed the terms of the Hermon School Committee Graduation Requirements (IKF).

The following procedures must be followed when a student requests early graduation:

- The student and parent(s) set up a conference with the student's counselor at or before the required time limit (the first day of the student's first semester as a junior) to do the following:
  - Academic credit check: A cumulative GPA of 2.7 is required to apply for early graduation.
  - Document reasons for early graduation that align with post-high school plans
    - A "5-year plan" outlining the student's educational and/or employment goals for the next five years. This plan may be part of the student's formal letter.
    - Documentation that the student has been in contact with a post-secondary institution if the student is planning to continue his/her education immediately upon graduation, or a letter from an employer stating that the student is or will be employed immediately upon graduation.
  - Set up a tentative final schedule
  - Give parental/guardian permission form for early graduation, which must be completed by the first day of the student's first semester as a junior. This form is returned to the principal.
  - Instruct the student to have parent/guardian and student request a conference with the counselor, principal, student and parent/guardian after the permission form is completed.
- Following the conference with the student, parent/guardian(s), counselor, and principal, the student's request to graduate early will be forwarded to the superintendent and School Committee for final approval.
- The student's counselor will notify the student and parent/guardian(s) of the final decision.

### **Remaining Eligible Once Approved**

- Once approved for early graduation, the student must maintain a 2.7 cumulative GPA. Failure to do so will result in the student being required to remain enrolled with a full schedule through the end of their fourth year.
- Once approved for early graduation, the student must meet with his/her counselor twice each year to monitor progress. A student's plan may be terminated or adjusted at any meeting if criteria are not being met.
- A student will be declared ineligible to graduate early if he/she does not meet **all** the graduation Requirements (see policy IKF).
- If an early graduate intends to participate in the graduation ceremony, they must indicate that intention to administration by January 30 of that year.

### **Opportunities for Earning Credit for Early Graduation**

Early college/duel enrollment process  
Career and technical education programming  
Online/virtual learning from an accredited program  
Apprenticeships, internships and/or field work  
Exchange Programs (School Approved)  
Independent Study (School Approved)  
Alternative Education  
Adult Education

### **Evaluation Criteria for the Recommendation**

- Student does not intend to graduate prior to completing at least six semesters of high school. (After 11<sup>th</sup> grade)
- Student is declaring no later than the first day of the student's first semester as a junior.
- Student must have a GPA not lower than a 2.7 prior to the time of application.
- Social and emotional maturity of the student.
- Student's attitude toward early graduation and post high school plans.
- Evidence of a well-planned post-high school program within the student's ability to achieve.
- Evidence that the high school program has prepared the student for post-high school opportunities.  
(Such preparation includes: academic standing, extracurricular activities, regularity of attendance, etc.)
- Parent/Guardian support.

### **Additional Issues to Consider**

- Prom—if a student graduates early, he/she may attend their school's prom in May.

Code: IKFA

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- Students must be currently enrolled and adhere to MPA and school guidelines to participate in sports.
- Early graduates' names will be included on the graduation program.
- Class rank will commensurate with the graduating class rank.

Cross Reference: IKF - Graduation Requirements

**HERMON HIGH SCHOOL  
EARLY GRADUATION REQUEST FORM**

**To the Principal of \_\_\_\_\_ High School:**

Regarding the early graduation of \_\_\_\_\_, we, the parent/guardian of the student named above, have discussed the pros and cons of early graduation from high school. After discussing this issue with our child and reviewing the requirements, we request that our student, named above, be allowed to graduate early, upon completion of all requirements.

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

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

I, \_\_\_\_\_, hereby request the privilege of graduating from high school after three years (six semesters) of attendance. I assume full responsibility for meeting all the requirements and deadlines. My parent/guardian approves my plan and will set up a conference with my counselor.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** It is the parent/guardian's responsibility to contact the student's counselor to schedule this conference.

***THIS DOCUMENT WILL BE PLACED IN THE  
STUDENT'S PERMANENT FILE***

**HERMON HIGH SCHOOL  
EARLY GRADUATION CONFERENCE FORM**

**First Conference** with Counselor by the first day of the first day of the student's junior year.

- \_\_\_\_\_ Credit Check
- \_\_\_\_\_ Document reasons for how early graduation fits into post high school plans
- \_\_\_\_\_ Set up a final tentative schedule
- \_\_\_\_\_ Give student Early Graduation Request Form
- \_\_\_\_\_ Instruct student to have parent/guardian set up conference with principal

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Second Conference** with Principal, Counselor, Parent/Guardian, and Student.

Conference Decision: \_\_\_\_\_

Signatures Indicating Approval of Decision:

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Counselor: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Any changes in this plan must be approved by the principal. Changes made without this consent may result in the Early Graduation Request being denied or voided.**

Final approval of the student's request to graduate early will be made by the superintendent. The Hermon School Committee will then vote to determine early graduation.

Superintendent Conference Date \_\_\_\_\_

Superintendent's Decision \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

School Committee Meeting Date \_\_\_\_\_

School Committee Decision \_\_\_\_\_