

**KPBSD Policy Manual****Instruction****EARLY GRADUATION PROCEDURES**

The purpose of the four-year high school program is to provide students with a combination of academic, vocational and social experiences that will prepare him/her for entry into the world of work, further training and/or continued academic enrollment. KPBSD is committed to ensuring that all students graduate from high school ready for adult life, college and/or career.

In certain cases, a student, because of his/her educational or vocational abilities or circumstances, may be a candidate for early graduation without completing the eight-semester requirement. The first question that should be addressed in each exceptional case is, "Is the student ready for adult life, college, and/or a career?" Most students graduating from high school exceed minimum requirements because they are just that, a minimum, and using this process, the student seeking early graduation should be able to articulate a readiness for adult life, college, and/or a career path

Early graduation requires substantial advanced planning. To be considered for early graduation, requests must be received at District Office no later than the last day of the quarter that precedes the proposed graduation date. Requests for early graduation will not be considered the same quarter as the proposed graduation. Because a student has transferred from another District (system) that has allowed him/her to earn more credits than would be possible in the KPBSD, it is not an appropriate rationale for requesting early graduation.

- I. The student/parent initiates the request with the school counselor/principal. The counselor/principal considers the request and, if appropriate, schedules the request with the site intervention team. The counselor/principal assembles a packet for the I-Team (Intervention Team) including:
  - a. A letter of rationale by the student articulating a readiness for adult life, college, and/or a career path, and explaining the circumstances related to early graduation consideration.
  - b. A letter of approval and support from the parent/guardian.
  - c. Student records including transcripts, test scores and graduation requirement check.
  - d. A confirmation of a postsecondary plan:
    1. A letter of acceptance from an institution offering advanced vocational or education training;
    2. Proof of full-time and continuous employment or;

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3. Evidence of engaging in an acceptable alternative program of education (world tour, correspondence study or other defined study program).
  - e. A letter from the counselor/principal confirming that state and Board of Education requirements can be met with the exception of eight semesters of attendance.
- II. The I-Team considers the acceleration request for early graduation, and if approved, forwards the request to the Superintendent. The request must include:
- a. A copy of the intervention packet, which includes items I. a–e.
  - b. A letter of approval from the intervention team stating the rationale for consideration of the early graduation request signed by the I-Team chair and principal.
- III. The Superintendent considers the recommendation and, if appropriate, grants final approval.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
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