

Appendix 1 – Early Graduation Requirements

Capital Area School for the Arts Charter School Board of Trustees recognizes that students may accrue enough credits for early graduation prior to the completion of four academic years. Parental approval for students under the age of 18 is required. The principal shall recommend to the Board of Trustees such requests if he/she determines that all state and local graduation requirements will be met (including proficiency on all state mandated exams) and that early graduation is related to career and/or educational plans of the student making the request. Proper documentation must be provided in accordance with the school's requirements. Upon recommendation by the principal, approval by the Board of Trustees, and completion of all state and local graduation requirements, the student shall be awarded a high school diploma. Capital Area School for the Arts Charter School will not assume the financial expense for additional coursework taken outside of the regular school-day offerings.

An application for early graduation will be provided to the parent/guardian and student only following a meeting of all interested parties, including the principal and school counselor. The meeting will represent a condition for beginning the process with the focus being a discussion of the family's goals for the parent/student and an examination of the pros and cons of this option. After the meeting, the student will have four weeks to submit their application materials. All application materials must be turned in to the principal by June 1 of the school year preceding the requested graduation date. The principal will review the materials and render a recommendation to the Board of Trustees at the following Board meeting. Parents will receive written notification of the decision.

In the event that the parent/student is unsatisfied with the decision, the student may appeal the decision to the Board of Trustees. The Board will hold a meeting in a non-public session at the next regularly scheduled Board meeting. Attendees of the non-public session will include the student, parent/guardian, principal, school counselor, and Board members. The Board will send written notification of the decision to the student within 10 days following the Board meeting. The Board's decision is final.

Appendix 2 – Application for Early Graduation

Student Name: \_\_\_\_\_

Original Graduation Year: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Applying for early graduation in June \_\_\_\_\_

Current teacher who knows you best: \_\_\_\_\_

Other teachers/staff who know you well: \_\_\_\_\_

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Early Graduation Requirements

Early graduation is a rare occurrence designed to meet the needs of exceptional students and/or circumstances. Requests for early graduation will be reviewed on a case-by-case basis. Applications are due to the principal no later than June 1 of the school year preceding the requested graduation date.

Application packet is to include:

- The “Application for Early Graduation” – signed by parents/guardians and the student
- A student letter stating reasons for wanting to graduate early and future plans regarding education and employment
- A letter of recommendation from the student’s parent/guardian
- A letter of support from the student’s school counselor
- A copy of the student’s transcript displaying a cumulative GPA of 85% or higher
- A copy of the student’s current course schedule

Applications will not be accepted unless all of the above mentioned items are included.

We understand that this is only an application for early graduation consideration. Should the early graduation plan not be met, the student will continue on the four year graduation plan. The school’s expectation is that the student would continue as a full time student at Capital Area School for the Arts Charter School until all graduation requirements have been met.

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

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