

**MT. CARMEL HIGH SCHOOL
COUNSELING DEPARTMENT**

**APPLICATION FOR EARLY COMPLETOR/GRADUATION 2023/2024
(2 page document – both pages required)**

Student Name _____

Grade _____

Date of Birth _____

Student Telephone Number _____

Student Email Address _____

Address where student may be contacted prior to graduation _____

I request to graduate (Check One):

- End of Junior year
 After 1st Trimester of Senior year
 After 2nd Trimester of Senior year

Post high school plans (Check One):

- Employment: Type of job _____
 Military: Branch _____
 Further Education:
 Vocational School _____
 Community College _____
 Four-Year College _____
 Other: Please state _____

Credit Status:

Credits needed to graduate _____

Credits In Progress at MCHS _____

Credits In Progress outside MCHS _____

TOTAL Credits In Progress _____

If taking classes outside of MCHS, please list location(s) and course name(s):

COUNSELOR VERIFICATION: _____ Date: _____
Signature

- * I have received, read and understand **PAGE 2** of this document and I am aware that I must complete the PUSD Graduation Requirements and follow the senior check-out procedures for early graduation.
- * I assume full responsibility for obtaining information regarding senior activities and graduation.
- * I understand that my diploma will be provided in June and my official graduate date will be in June **2024**.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

COPY OF COMPLETED
FORM TO REGISTRAR

Registrar Initials & Date

**MT. CARMEL HIGH SCHOOL
COUNSELING DEPARTMENT**

**INFORMATION FOR EARLY COMPLETOR/GRADUATION 2022/2023
(2 page document – both pages required)**

*******IMPORTANT: THIS PAGE TO BE RETAINED BY STUDENT FOR COMPLETION OF EARLY GRADUATION PROCESS DURING LAST WEEK OF CLASSES*******

Student name: (Print) _____

Students requesting permission to graduate earlier than their regular class must:

1. Complete all Poway Unified School District graduation requirements by the end of the trimester in which they have planned to graduate. Exceptions may be made for students still completing community college classes past the end of 2nd trimester.
2. Submit a completed “application for early graduation” form to their counselor **before** their last trimester begins for ‘verification’ signature.
3. Deliver completed form (page 1) to Ms. Richardson-Rios in the Registrar/Records office (Admin Building).
4. Assume responsibility for obtaining information on:
Senior Activities and Graduation:
 - Cap and Gown
 - Senior Photographs
 - Senior Announcements
 - Senior Breakfast
 - Prom
 - Graduation Practice
 - Grad Night Activities
5. Take this page (PAGE 2) to their counselor during the last week of their final trimester of courses for counselor signature confirming completion of early graduation requirements; then
6. Take this page to the Attendance Office to complete check-out process.
7. **Once check-out process is completed, student understands that they are no longer eligible to be on campus during normal school hours. Nor are they eligible to participate in any school sponsored extra-curricular active (sports, theater, band, choir, etc...).**
8. **Return to school in March/April for state mandated CST testing.**

OFFICE USE ONLY

EARLY GRADUATION APPLICATION FOR: _____ After 1st Trimester _____ After 2nd Trimester

Counselor’s Signature

Date: _____

***Indicates early graduation requirements have been completed.*

Attendance Signature and Date

Date: _____

***Indicates check out process has been completed*