

**REQUEST FOR EARLY GRADUATION FORM**

**E 345.61**

Complete the information requested below. In addition, attach a copy of your transcript(s), a letter stating the reason(s) for the request to graduate early, and a letter stating your post-graduation plans. The Request for Early Graduation form and all the supplemental documentation, must be submitted to the high school principal based upon the timeline below.

<b>Graduation Date</b>	<b>Request due date</b>
End of Trimester 1	3rd Friday in March
End of Trimester 2	3rd Friday in September

\_\_\_\_\_  
(STUDENT NAME) (DATE OF BIRTH)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_, WI \_\_\_\_\_  
(CITY) (ZIP CODE)

CURRENT GRADE \_\_\_\_\_  
(TELEPHONE NUMBER)

PROPOSED GRADUATION DATE: \_\_\_\_\_

*Only one commencement ceremony will be held each year and those students graduating early will be able to participate in the year-end graduation ceremony. Early graduation will disqualify the student from any other high school opportunities.*

\_\_\_\_\_  
(STUDENT SIGNATURE) (DATE)

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE) (DATE)

Please list three Altoona High School instructional staff members; at least one of whom will be invited to be a member of the Early Graduation Team.

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**Approved: 07/10/2006**  
**Amended: 03/05/2022**  
**10/10/2022**