**Charles County Public Schools**

**Office of Student Services**

School Counseling

**EARLY GRADUATION (Graduating Junior) APPLICATION**

## School Name Click here to enter text. Date Click here to enter a date.

**Student Name** Click here to enter text.

**Cohort Graduation Year** Choose an item. **Requested Year of Graduation** Click here to enter a date.

**Student Address** Click here to enter text.

**Telephone Number** Click here to enter text.  **Email** Click here to enter text.

***Please type in all required spaces. Do not forget to sign the document. See instructions for how to do so on devices. Thank you.***

|  |  |  |  |  |  |  |  |  |  |  |
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| *Students participating in the third-year, Early Graduation Option are given the opportunity to enroll in college, enlist in the military and/or start employment full-time one year earlier.* 1. *Students must have earned a minimum of 15 credits at the end of 10th grade*
2. *Students must have met Student Service Learning requirements*
3. *Students must have met Maryland High School Assessments requirements for Algebra, Local Government and Science by the end of 10th grade*
4. *Students must apply by the last day of school for students of their 10th grade year*
5. *Students must register and successfully complete English III for original credit in summer school prior to Junior year*
6. *Students must provide a post high school plan (college acceptance, intent to enlist papers, etc.)*
7. *Students must provide a parent letter supporting their decision to graduate early*
8. *Students will not be included in Senior rank*
9. *Students will not be eligible for Scholars Course of Study Recognition*

*I have read and agree to the above procedures for the Early Graduation Option. I am aware of the courses that my child must**take in order to graduate one year earlier than their cohort. I will contact my child’s counselor with any questions or concerns.* **Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Print Name**Click here to enter text. **Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Print Name**Click here to enter text. **Parent Phone number #**Click here to enter text. **- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -****To be completed by School Staff****School Counselor:****Student Service Learning Complete:** [ ]  **Yes** [ ]  **No****State Testing Complete:** [ ]  **Yes** [ ]  **No: Testing needed** Click here to enter text.**Total Credits Earned to Date:** Click here to enter text.

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| **EARLY GRADUATION PLAN** |
| *Courses required to graduate by the end of Junior year:* |
| ***1)****(Summer School prior to Junior year)*English III original credit |
| *2)*Click here to enter text. |
| *3)*Click here to enter text. |
| *4)*Click here to enter text. |
| *5)*Click here to enter text. |
| *6)*Click here to enter text. |
| *7)*Click here to enter text. |
| *8)*Click here to enter text. |

**Counselor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**Click here to enter a date.**School Principal:****Early Graduation Request is:** [ ]  **Approved** [ ]  **Denied: Denial Reason** Click here to enter text.**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click here to enter a date. |

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Hello students,

See the attached application for the 2021-2022 school year.  In order to sign the document, you will need to open it in MS Word on a touch screen device such as your phone. Click on the Draw tab (this is located next to Insert and Design), select the draw icon with the red squiggle mark, from here you should see the draw icon shaded in gray and the black pen will drop down an no longer be aligned with the remainder of the pens. You should now be able to sign the document in the signature spaces on the document. See the screenshots below as examples.





If you should need to scan the documents. Go to the below link to see how to scan from an Apple or Android device. I've attached the document that you will need to complete.  Scroll all the way to the bottom of this email to respond/reply and click the blue link. Should the link not work, forward the completed form to my work email \_\_\_\_\_\_\_\_\_\_\_@ccboe.com

Android: <https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en>

Apple:  <https://support.apple.com/en-us/HT210336>