

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 31, 2017

**To:** High School Principals

**Department:** Office of Secondary Schools

**Subject:** **EARLY GRADUATION FROM HIGH SCHOOL**

**Persons Concerned:** High School Administrators, Head Counselors, School Counselors and School Registrars

**Reference:** Administrative Procedure 4770: Graduation from Senior High and  
Administrative Procedure 4771: Alternative Means of Satisfying the  
Prescribed Course of Study  
Administrative Procedure 4322: Enrollment in College/University  
Coursework

**Action Requested:** Review guidelines, recent changes and implement as necessary

**Attachment:** Early Graduation Request

**Background:**

Early graduates have been awarded diplomas for many years; however, a uniform process for approval has not been in place. In response to requests for a formal process for early graduation, the Office of Secondary Schools is providing administrators, counselors, and registrars with the attached document to guide the process.

SDUSD high school students in the following circumstances may accumulate enough credits to graduate early:

- Students in 4x4 bell-schedule schools or schools with A/B bell schedules may earn up to 16 credits each year (as opposed to 12 credits earned in a traditional 6-period high school).
- Students may earn credits beyond the school day by taking UC ‘a-g’ approved online iHigh approved courses.
- Students may earn credits beyond the school day by taking Community College/University approved courses (as listed on AP 4322).

- Students who successfully complete UC ‘a-g’ courses in world language and mathematics beginning in grades 7 and 8 can potentially earn as many as 6 credits prior to entering grade 9.

Early Graduates may include the following students:

- Current *Class Of* graduates completing high school graduation requirements in January of the current *Class Of* school year (i.e. *Class Of* 2018 student completing all requirements in January 2018).
- Current *Class Of* graduates completing certificate of completion requirements in January of the current *Class Of* school year (i.e. *Class Of* 2018 special needs student completing all certificate of completion requirements in January of 2018).
- Previous year *Class Of* students completing high school graduation requirements or certificate of completion requirements in January (i.e. *Class Of* 2017 student completes requirements in January 2018).
- Future *Class Of* students completing high school requirements in January or June (i.e. *Class Of* 2019 student completes requirements in June 2018).

Students may petition for early graduation due to college readiness, apprenticeship programs, family commitments, parenting responsibilities, military service, potential family relocation, employment opportunities, or other reasons. Nevertheless, not all students who meet the graduation requirements before their senior year will choose to graduate early.

The University of California and California State University systems expect that students complete courses with a grade of “C” or better. Students who want to be well prepared for academic and/or career opportunities after high school may wish to continue enrollment in high school in order to take advantage of the depth and breadth of UC ‘a-g’ course offerings, exceeding the minimum requirements. Students who successfully complete the pathway and capstone courses in a CTE program enhance their placement for career opportunities and college admission. Successful completion of college courses offered in high school in partnership with the San Diego Community College District and/or UCSD will also contribute to a student’s college readiness and competitiveness in the college admission process.

### **Implementation:**

Students who graduate early must meet all graduation requirements listed in Administrative Procedure 4770. The “Early Graduation Request” does not exempt the student from meeting all subject area, GPA, and credit requirements. Students must complete the UC ‘a-g’ coursework required for graduation, earn a minimum of 44 credits with a 2.0 GPA, and maintain a record of responsible behavior.

When the school counselor or principal receives a request for early graduation, the school counselor will assist the student and parent in completing the “Early Graduation Request” form (Attachment 1). The process is outlined as follows:

- The “Early Graduation Request” must be completed before the student’s final semester or quarter of attendance.
- All sections of the form—including student, parent, principal, and counselor signatures—must be completed prior to submission to the Executive Director, Office of Secondary Schools, for final approval.
- The student’s current high school transcript with courses in progress must be attached to the form.
- Send the “Early Graduation Request” form and student’s current transcript to: OSS, Eugene Brucker Education Center, Wing C, Room 2005, Attention: Veronica Ortega or email to: [vortegal@sandi.net](mailto:vortegal@sandi.net).
- The fully signed form will be returned to the school registrar for filing in the student’s cumulative folder, registrar’s Secondary School Counselor/Registrar Notebook, and the school counselor’s Academic Review Notebook.

The above process also applies to students who attend alternative sites (i.e. NPS, TRACE, ALBA, Riley/New Dawn, Whittier and Home Hospital) and request to graduate early (mid-year/January) to receive either a high school diploma or a certificate of completion from their home school. Current *Class Of* students from alternative sites who plan to graduate during the current school year will follow the process outlined in Site Operations Circular: *Verification of High School Graduation Requirement Completion for Students Attending Alternative Sites*.

Questions regarding this circular should be addressed to Franny Del Carmen-Aguilar, Program Manager, Office of Secondary Schools, at [fdelcarmen@sandi.net](mailto:fdelcarmen@sandi.net) or Veronica Ortega, Operations Specialist at [vortegal@sandi.net](mailto:vortegal@sandi.net).

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of Secondary Schools