



Kennesaw Mountain High School

Third Graduate Request Form

For counseling use only

Date received: _____

Approved: _____

Due to limited space in classes, placement in required courses is not guaranteed. A change of schedule to accommodate this request may not be considered until the 10th day of the term.

Student Name: _____ Student ID: _____

Graduation intent: ☐ Third year graduate

Both student and parent/guardian must review and initial each item and sign this form.

Student Initials	Parent/Guardian Initials	Criteria and Expectations
		This form serves as a request to graduate early but does not guarantee approval.
		Due to limited space in required classes, student cannot be guaranteed placement in courses required for early graduation. Student may take classes online via CVA or GAVS if in-person seats are not available, and the course is offered and available online. Submission of the Online Student Agreement is required to take online classes. See your counselor for more information.
		Student will be promoted to 12 th grade status at the beginning of second semester (January) if student passes required courses fall semester, are on track to graduate in May, and meet promotion requirements outlined in CCSD Board Policy IHE-R .
		I understand graduation requirements may be different from college admission requirements. It is the student's/family's responsibility to research college/university admission requirements and options, including financial aid.
		It is the student's responsibility to communicate with their counselor how to request transcripts and other college application details, if applying to college(s). The student is responsible for attending the senior presentation related to the college application process.
		If a student fails any required classes first semester, there is no guarantee they will be able to repeat those classes in a face-to-face setting second semester.
		Once a student has been promoted to 12 th grade status, is scheduled for all graduation requirements, and graduation requirements have been met, they CANNOT return the following school year.
		Third year graduates are not eligible for Minimum Day.
		Students graduating early are NOT eligible to receive the honor of Valedictorian or Salutatorian.
		It is the student's responsibility to obtain information related to the graduation ceremony and to attend the mandatory practices.
		The senior Graduation Survey in Naviance must be completed as part of senior clearance. It will be available to complete in April. The student is responsible for completing all other senior clearance items.

My signature below acknowledges that I understand and agree to abide by the information above.

Parent/Guardian Signature

Date

Student Signature

Date

Email address

Email address

Phone number

Phone number

This section to be completed by counselor

Courses required to meet graduation requirements:

_____	_____
_____	_____
_____	_____
_____	_____