

StudentsEarly Completion Plan

Arlington Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

(1) A student will be allowed to transfer in a maximum of twenty (20) hours from educational courses taken outside the Arlington Public School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Arlington Public Schools. Students transferring into Arlington Public Schools may transfer in hours that are listed on their official Transcript.

(2) A student will be able to use only five (5) hours of transfer credit in any one subject matter area.

(3) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area:

- a. has met all graduation requirements as set forth in Policy 5205
- b. has maintained a cumulative grade point average equivalent of a B or above
- c. has scored at or above the 50th percentile in composite achievement in the most recent standardized achievement test
- d. has successfully met proficiency level in all state reported standards and/or met proficiency.

(4) Application for early completion must be requested, in writing, to the guidance counselor by March 1 of the applicant's Junior year of high school. The application forms should be obtained from the guidance counselor and the guidance counselor should be apprised of the student's intent for early graduation. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion, the benefits to be derived and the plans or goals of the student. The application must contain signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.

(5) The completed application form should be returned to the guidance counselor no later than April 1 of the applicant's Junior year.

(6) A conference will be arranged with the parent(s) and their son or daughter. Both the principal and the counselor will be involved in the conference. The intent of the conference is for the parents and the student to present their application for early graduation.

(7) The counselors and the principal will then present the list of early graduation applicants and their background information to the Board of Education. The Board of Education will act upon acceptance or denial of mid-term graduation at the June meeting of the Board of Education.

(8) The principal and/or counselor will notify all applicants of approval or denial by July 1 prior to the anticipated mid-term graduation.

Date of Adoption: June 14, 2010 and July 12, 2010

Reviewed: September 10, 2012