

Paulding County School District **Early Graduation Checklist and Protocol**

** Must be complete by **September 19, 2025** **



Student's Name _____

High School: _____

Student's ID _____

Graduate (circle one): **December** or **May**

The above student and his/her parent/guardian are requesting early graduation (end of 3rd year (May) or mid-year of 4th year (December)).

Date	Include in Packet?	Description of Task to Be Completed & Included in the Packet
	Yes	Early Graduation Intent Form Completed. <ul style="list-style-type: none"> - Student, parent/guardian and counselor review and student/parent guardian initial all items on intent form.
	Yes	Transcript Audit Completed. <ul style="list-style-type: none"> - Audit check sheet is completed by school counselor all requirements are met. - Students are encouraged to have completed a pathway in one area rather than mixing CTAE/Fine Arts/World Language courses.
	Yes	Senior Letter Completed. <ul style="list-style-type: none"> - Senior letter is completed by school counselor and all information is reviewed with student and parent/guardian. Course requirements are listed. - Senior Letter is signed by the student, parent, and the counselor.
	Yes	Schedule from IC for the final school year is completed by school counselor.
	Yes	Official Transcript is completed & reviewed by school counselor.
	NA	BRIDGE Law Advisement tasks must be completed.
	NA	The packet is reviewed and maintained by the school counselor.
	NA	The packet is reviewed and approved by the principal.
	NA	Upon approval of principal, the packet is routed to the Director of Advising & Counseling on or before the due date with a copy maintained by the school counselor. No packets are accepted after that date.

	Signature	Date
Intent Document Completed and Reviewed by Counselor		
Packet Reviewed and Approved by Principal		
Packet Reviewed by Director of Advising & Counseling (Dr. Alan S. Daws)		
<i>Principal and Counselor of Record will be Emailed with Decision (November)</i>		
<u>Comments:</u>		



Paulding County School District
Early Graduation Intent – (2025-2026)

This packet of information is reviewed and completed when a high school student intends to graduate early. Students must be on-track before the current school year. District students may graduate at the end of the 3rd year of high school (May) or at the close of 1st semester during the 4th year of high school (December). *Return form to Counseling Office on or before the first day of school (in August) with top portion completed.*

Student's Name _____ Student ID _____ Date _____

Phone _____ Name of Counselor _____ High School: _____

Both Student and Parent/Guardian must have a conference with the professional school counselor with each item reviewed and **initialed**:

Student/Parent

____/____

1. Space in required classes is limited; therefore, no student is guaranteed placement in courses needed for early graduation.

____/____

2. I have been advised about Dual Enrollment and understand that by graduating early, I may be giving up the opportunity to earn college credit for free through the DE program.

____/____

3. **HOPE Scholarship eligibility is only determined in June and February. (For mid-year graduates only: tuition and fee monies for the spring term will not be available in January for a mid-year graduate.**

Some colleges will reimburse students once the HOPE Report has been finalized and verified with the Georgia Student Finance Commission.) All end-of-school year graduates are processed by mid-June.

____/____

4. I understand that the final course grades will not be verified and posted to the transcript until mid-January for the fall semester and mid-June for the spring semester.

____/____

5. I understand to be HOPE eligible that graduating students must have four additional rigorous, full credit courses completed to qualify for the HOPE Scholarship.

____/____

6. Students who are early graduates should make scholarship applications for the fall term of the year following the graduation year.

____/____

7. I understand that early graduation may impact my acceptance to a college or university, depending upon their admissions criteria. Some post-secondary institutions want students who have taken several rigorous courses and/or been involved in dual enrollment opportunities. Thus, it is my responsibility to seek admissions information regarding the post secondary school of my choice.

____/____

8. I know that it is my responsibility to obtain information related to graduation including but not limited to the ceremony at the end of second semester and to make arrangements to attend practice and participate in the ceremony.

____/____

9. I understand that I must complete my entire last semester of the graduation year. Early graduation students will not be permitted to take final exams early.

____/____

10. The courses, testing (EOCs), and any additional graduation requirements listed on Page 2 of the senior letter must be successfully completed in order to graduate early.

____/____

11. I know that I must complete all BRIDGE Advisement tasks in my portfolio as required by law.

____/____

12. I understand that students graduating a full year early (at the end of the 3rd year) are **not eligible** for Valedictorian or Salutatorian distinctions.

____/____

13. I agree to abide by these criteria.

Signatures:

Date

Student

Parent

Counselor

Paulding County School District

Early GRADUATION PROTOCOL



All high school students wishing to apply for early graduation **MUST** have an intent form on file. The Early Graduation request, documentation, and protocol consist of:

- 1) **Intent form is completed** (top portion) by student before the deadline and submitted to school counselor.
- 2) **Advisement conference by school counselor** is held with student/parent or guardian to discuss options other than early graduation on or before the deadline. Some of these options include:
 - a. Dual Enrollment
 - b. Career Pathways
 - c. Work-based Learning
 - d. Other
- 3) Statements on intent form are **signed by student and parent/guardian** during the advisement conference with counselor.
- 4) After the advisement conference has been held the early graduation request packet is **prepared by the counselor** and **submitted to the principal** for review and approval. This packet includes:
 - a. Intent Form with completed/initialed checklist.
 - b. Copy of completed senior letter with all signatures.
 1. Course requirements to be met.
 2. Other requirements to be met.
 - c. Transcript Audit Check Sheet or Progress Tab from IC
 - d. Schedule from Infinite Campus from the school year with appropriate classes on schedule
 - e. Official Transcript
 - f. BRIDGE Law Advisement task completion
- 5) Once the principal approves the packet and signs off, the packet of information (6. a-h) is sent to the Director of Advising & Counseling.
- 6) The Director of Advising & Counseling reviews all documentation and approves or denies the request.
- 7) After approval, the principal and counselor of record are notified via email that the request has been approved. If additional information is needed, the principal and counselor of record are notified what information is needed.
- 8) If the request is not approved, the Director of Advising & Counseling notifies the principal and counselor of record that the request has not been approved.
- 9) Once the counselor and principal receive an approval email, they are required to follow-up after semester grades are posted to the transcript that all required courses have been successfully passed with a 70 or higher.
- 10) The counselor notifies student/parent that the graduation date has been updated in the student information system and that the official transcript reflects the graduation date. The date of graduation is always the last school day of either 1st or 2nd semester.
- 11) During mid-February or mid-June, the student's transcript data is uploaded to the Georgia Student Finance Commission and a final verification process takes place. Post secondary institutions have this verified data from the Georgia Student Finance Commission (HOPE Eligible or HOPE Ineligible).

PAULDING COUNTY SCHOOL DISTRICT
High School Diploma
Graduation Requirement Checklist
Class of 2016 and Thereafter



Student's Name: _____ ID# _____ Advisor: _____

I. ENGLISH: 4 UNITS REQUIRED (Full Credit*)		
Course Name: Circle One	Fall (A)	Spring (B)
9th Grade Lit-Comp / Honors		
10th World Lit./Comp / Honors		
10th Multicultural Lit-Comp Honors		
11th American Lit-Comp / Honors		
12th British Lit-Comp		
12th Advanced Comp		
AP Lit-Comp		
AP Language		

II. MATHEMATICS: 4 UNITS REQUIRED (Full Credit*)		
Course Name: Circle One	Fall (A)	Spring (B)
GSE Coor Alg or GSE Alg I/Acceler.		
GSE Alg Supt.* (per IEP)		
GSE An. Geom. or GSE Geom./ Accel.		
GSE Analy. Geo. Supt.* (per IEP)		
GSE Adv. Algebra or Alg II		
GSE Adv. Alg.Supt.* (per IEP)		
GSE Pre-calculus		
AMDM or Stat. Reasoning		
AP Calculus AB or AP Statistics		
*Support math courses meet math requirements for graduation as stated in IEP. Support math courses not included in an IEP are recorded under the elective requirement section.		

III. SCIENCE: 4 UNITS REQUIRED (Full Credit*)		
Course Name: Circle One	Fall (A)	Spring (B)
Biology/Honors/AP		
Circle One: Chemistry/Honors		
Environmental Science		
Earth Systems		
AP Course		
Physical Science or Physics		
1 add'l sci. unit: _____		

IV. SOCIAL STUDIES: 3 UNITS REQUIRED		
Course Name: Circle One	Fall (A)	Spring (B)
World History/Honors/AP		
US History/Honors/AP		
Economics/Honors/AP		
Government/Honors/AP		

V. HEALTH & P.E.: 1 UNIT REQUIRED		
Course Name	Fall (A)	Spring (B)
Health/Personal Fitness		

VI. CTAE: 3 UNITS REQUIRED (Full Credit*)		
CTAE, World Language, and/or Fine Arts (3 sequential courses highly recommended) <i>Note: 2 units in same World Language required for college/univ. admission.</i>		
Course Name	Fall (A)	Spring (B)
Career Technology		
Career Technology		
Career Technology		
World Language		
World Language		
World Language		
Fine Arts		
Fine Arts		
Fine Arts		

VII. ELECTIVES: 4 UNITS REQUIRED (.5 or Full Credit)		
Student selects from academic or non-academic electives. Students seeking admission into University System of GA colleges and universities need to take as many rigorous academic courses as possible.		
Course Name	Fall (A)	Spring (B)
*Full Credit = IDA3 Course CIP Code and Title must be the same If awarded as .5 and .5 credits on transcript and must equal one full credit in same course. TOTAL Units/Credits Earned - Requires 23 units		

HOPE Rigorous Courses
http://www.gsfc.org/main/publishing/pdf/2012/Course_list.pdf

Pathway(s) _____