



EARLY GRADUATION PROCEDURE (INS-P017)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process for requesting early graduation.

2.0 RESPONSIBILITY:

2.1 Principals

3.0 APPROVAL AUTHORITY:

3.1 High School Director or designee

4.0 DEFINITIONS:

4.1 None.

5.0 PROCEDURE:

5.1 Parent/Guardian and student make a written request for early graduation and submit request to school principal.

5.2 Principal accepts or denies the request.

5.2.1 If denied, principal responds in writing to the Parent/Guardian and student informing them of his/her decision by August 31.

5.3 Principal accepts the request and forwards the request to the High School Director.

5.4 High School Director (HSD) accepts or denies the request.

5.4.1 If denied, HSD responds in writing to the Parent/Guardian and student informing them and informs the principal of his/her decision.

5.5 HSD accepts the request and forwards to the request to the Director of Schools or designee.

5.6 Director of Schools or designee accepts or denies the request.

5.7 Director of Schools responds in writing to the Parent/Guardian and student informing them of his/her decision to grant or deny request. HSD and Principal are informed of the decision.

6.0 ASSOCIATED DOCUMENTS:

6.1 Letters

6.2 Early Graduation Policy ([INS-A028](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Letters	Cumulative Folder	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:



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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/18/07		Initial Release
5/11/11	A	Added "or designee"

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****