



## ADMINISTRATIVE RULE 345.6

### AR345.6 - Graduation Accommodations

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The educational programs to accommodate pupils with exceptional educational interests, needs or requirements shall:

- A. State the specific nature of the exceptional educational interests, needs or requirements.
  
- B. State how the program will respond to the exceptional educational interests, needs or requirements.
  
- C. State how the educational program will address each of the requirements in Section 118.33 of Wisconsin Statutes.
  
- D. Have the approval of the appropriate teachers and principal.

If a student chooses to take physical education on a pass/fail basis, a form must be completed for this purpose at the beginning of each semester. This form must be signed by the student and parent, if the student is a minor. Failure to make a declaration will automatically enroll the student in a physical education class for a grade to be used toward grade point average in determining class rank and graduation requirements.

### Early Graduation

Students who wish to graduate early must complete the following steps. Such requests are to be submitted before the end of the Junior Year. In rare instances involving extenuating circumstances, the principal may consider forwarding requests after this deadline.



1. The student will meet with his/her assigned counselor to review credits earned and to identify classes/credits that will be needed to meet graduation requirements.
2. The student will present a letter of request to the counselor stating reasons for requesting early graduation. Specifically, the letter should include:
  - a. The special circumstances that support the request
  - b. Immediate plans following early graduation
  - c. Future plans and goals
3. The letter must be co-signed by a parent/guardian and the student indicating support for the request.
4. Upon submittal of the early graduation request, the counselor will conduct a final review of credits, necessary procedures, and then forward the request with the most current transcript to the high school principal with their recommendation.
5. The high school principal will review the submitted materials prior to forwarding the request to the Superintendent and Board of Education. The principal may request a conference with the student and/or parent(s)/guardian to determine the appropriateness of such requests.

Legal Ref.: Section 118.33, Wisconsin Statutes

**Credit** Cross Ref.: **Board Policy 351 - Summer School (High School Make Up**

**Interventions** **Board Policy 456.2 - Student Assistance Supports and**

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Revised: November 26, 2008

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