

Graduation/Completion Packet Checklist

(For ES use while assembling Student's Grad packet. Mail with Packet)

Mail completed packet to your ES Advisor according to the school Paperwork Timetable

Student Number: _____ Student Name: _____

ES Name: _____ ES Advisor: _____

Student's preference (circle): Diploma Certificate of Completion

The following forms are complete and attached in the following order:

1. _____ Student Graduation/Completion Approval Request
2. _____ Graduation Requirements Worksheet
3. _____ Graduation Requirements Agreement (original)
4. _____ Complete Transcript with credit summary at bottom (must include all Semesters--coded, including last, on an IEM school transcript)
5. _____ A copy printed from Scantron of this student's exit Scantron scores that show student improvement.
6. _____ School Certificate Selection Agreement Statement (**for SS/OG 12th graders who have not passed the CAHSEE Only**)
7. _____ Copy of Email from Special Ed with applicable info (if appropriate)
8. _____ Student is waiting for CAHSEE results: YES NO, done now
9. _____ Drop Form printed from FRED

ES Done: Advisor Rec'd:

9. _____ _____ Also included, but not attached is this student's Portfolio (**for December Grads only**)
10. _____ _____ E-mail sent to your advisor indicating if there **are** or **are not** any missing materials (MM).
11. _____ _____ MM form submitted in ES Webfiles for any missing materials.

The diploma/certificate will not be sent until this entire procedure is complete.

For Advisor Use Only:

- This student has been reviewed and cleared for graduation (diploma or certificate)
- This student did not complete all requirements and the grad packet will be returned to the ES. Incomplete Items: _____

Advisor Initials Date