

Graduation/Completion Packet Checklist

Mail completed Graduation packet, including this checklist, to your ES Advisor according to the CWCS Paperwork Timetable

Student Number: _____ Student Name: _____

ES Name: _____ ES Advisor: _____

*Is this a Special Education Student? Yes _____ No _____

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

1. _____ Student Graduation/Completion Approval Request
2. _____ Complete Transcript with credit summary at bottom (must include all semesters, including last, on a CWCS transcript)
3. _____ Drop Form

Special Circumstances:

4. _____ CAHSEE Letter signed by parent (for CW 12th graders who have not passed the CAHSEE Only)
5. _____ Demonstrations (if applicable)
6. _____ *I have emailed special education with the most recent CAHSEE scores and have had the parent send the special education department a written request to seek a waiver for a diploma. (Use for special education students who used modifications to pass the CAHSEE)
7. _____ *I have emailed special ed. that this student is a potential grad (for students who have not yet passed the CAHSEE)

ES Sent: Advisor Rec'd:

8. _____ Also included, but not attached is this student's portfolio (for December Grads)
9. _____ E-mail of this graduate's Scantron Scores sent to your advisor.
10. _____ E-mail sent to student records and cc your advisor indicating if there are or aren't any missing materials. (This includes all materials and those from the Surpass library.)

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

For Advisor Use Only:

_____ This student did not complete all requirements and the grad packet will be returned to the ES.

Incomplete Items: _____

Advisor Initials Date