

## 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. \_\_\_\_\_ I have emailed special education with the most recent CAHSEE scores, and have received confirmation that my student is a special education student with a current IEP and/or 504 Accommodation Plan and can receive a regular high school diploma without the necessity of passing the CAHSEE.

### **ES Sent: Advisor Rec'd:**

6. \_\_\_\_\_ Email to advisor that the student has completed and ES has collected the confidential [Graduate Exit Survey](#) (to be mailed by ES to the School Office in Waterford) or [completed online](#). Please specify in the email if the form was completed and mailed or completed online.

7. \_\_\_\_\_ E-mail that the student's portfolio (including Benchmark Writing Prompt) is complete.

8. \_\_\_\_\_ E-mail of this graduate's Scantron Scores sent to your advisor only if student was in CAHSEE Intensive.

9. \_\_\_\_\_ E-mail that you have checked that the student address in FRED is current.

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.)

11. \_\_\_\_\_ E-mail sent that student has completed the final courses listed on the transcript, (include any changes that need to be made to the transcript at this time).

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