

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:

5. _____ CAHSEE Letter signed by parent (for CW 12th graders who have not passed the CAHSEE Only)
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. _____ 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.
8. _____ E-mail that the student's portfolio (including Benchmark Writing Prompt) is complete.

ES Sent: Advisor Rec'd:

8. _____ E-mail of this graduate's Scantron Scores sent to your advisor.
9. _____ 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