

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: _____

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 an IEM school transcript)
3. _____ Demonstrations (if applicable)
4. _____ CAHSEE Letter signed by parent (**for CW 12th graders who have not passed the CAHSEE Only**)
5. _____ School Certificate Selection Agreement Statement (**for SS/OG 12th graders who have not passed the CAHSEE Only**)
6. _____ Copy of Email from Special Ed with applicable info (if appropriate)
7. _____ Drop Form

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.

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