

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. _____ Graduation Requirements Worksheet
3. _____ Complete Transcript with credit summary at bottom (must include all semesters, including last, on an IEM school transcript)
4. _____ A copy printed from Scantron of this student's exit Scantron Scores
5. _____ Demonstrations (if applicable)
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. _____ Drop Form

ES Sent: 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 sent to student records for 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