

# Letter of Intent to Apply for Early Graduation

## 2019-2020

[Senate Bill 61](#), passed during the 2013 Kentucky General Assembly, provides a pathway to early graduation for students who intend to complete high school in three academic years or less. Beginning with the 2014-15 academic year, students who complete the Early Graduation requirements (see below) may receive a diploma from their district. Students who graduate in three years or less are also eligible for an Early Graduation Certificate, a one-time scholarship, which they may use the year immediately following high school graduation when enrolling in a SACS accredited Kentucky two- or four- year institute of higher education.

### Clarifying Points:

- The statutory changes and regulation went into effect in the 2014-15 academic year.
- Early Graduation is defined as a student meeting the performance criteria outlined in [704 KAR 3:305](#) Section 9 (2) and doing so in three years or less from the date of first enrolling in grade nine.
- Students must have been in high school three years or less- according to COHORT YEAR, not grade level.
- Students who wish to graduate early must complete a *Letter of Intent to Apply for Early Graduation* within the first 30 days of the academic year in which they want to graduate and the information must be entered into Infinite Campus and the Individual Learning Plan (ILP) no later than October 1 of the academic year they intend to graduate.
- **Students should complete the online Survey for Student Success as part of application process.**
- Students must take and achieve ACT benchmarks as designated by the Council for Postsecondary Education (CPE).
- Students may take their state supported college readiness exam earlier than their junior or senior year, as provided by the regulation in section 9 (3).
- Students must take and score proficient on all required End-of-Course Assessments (EOCs). *To meet this requirement, the Kentucky Department of Education (KDE) will provide EOCs for those students participating in the Early Graduation pathway during the 2019-20 school years.*
- Early Graduation students require consistent monitoring and counseling to ensure they are on track to complete the early graduation requirement. The ILP should be completed and regular meetings between the student, family and counselor should monitor and update student progress as required in Section 4 of [704 KAR 3:305](#).
- The *Letter of Intent* is not binding; students may revert to regular student enrollment with the knowledge they have to meet the district's minimum requirements and that they will not be eligible for the Early Graduation Certificate.

### Incentives:

Students who meet the Early Graduation requirements as specified in [704 KAR 3:305](#) shall earn an Early Graduation Certificate provided by the Kentucky Higher Education Assistance Authority (KHEAA) to be eligible for a one time scholarship award to be used at a Kentucky two- or four-year public or independent non-profit SAC's accredited college or university the year immediately following high school graduation. The award shall be equal to one-half (1/2) of the SEEK statewide per pupil guarantee for one year. For more information regarding KHEAA: <https://www.kheaa.com/website/kheaa/kees?main=1>

Students who graduate from high school in three years may also receive a Kentucky Educational Excellence Scholarship (KEES) award equivalent to completing high school in four years.

*Letter of Intent to Apply for Early Graduation*

Intended Graduation Year \_\_\_\_\_

|                             |  |
|-----------------------------|--|
| Student name                |  |
| SSID#                       |  |
| SS# (for KEES verification) |  |
| Date of Birth               |  |
| Parent/Guardian name        |  |
| Permanent Mailing Address   |  |
| City, State, Zip code       |  |
| Parent phone number         |  |
| Parent email address        |  |

|                   |                         |
|-------------------|-------------------------|
| High School Name: | District:               |
|                   |                         |
| Principal:        | School Mailing Address: |
|                   |                         |
|                   |                         |

Date student entered high school (MM/DD/YEAR) \_\_\_\_\_

Date student intends to graduate early (MM/DD/YEAR) \_\_\_\_\_

Disclosures: (Parent/guardian and student initial each statement)

\_\_\_\_\_ I have taken the online Student Success Survey (Student will need to create a Google account to access survey). Survey link: <https://www.surveymonkey.com/r/FKBGZ7G>

\_\_\_\_\_ I have read and understood the attached information regarding Early Graduation.

\_\_\_\_\_ I understand that this *Letter of Intent* to pursue Early Graduation is an accelerated pathway and I intend to meet the academic criteria and timeline of the intent, graduating within three years of entry into high school. By meeting these requirements, I am eligible for the Early Graduation Certificate (scholarship) and a diploma.

\_\_\_\_\_ I understand that, should I attain Early Graduation and be awarded an Early Graduation Certificate, it is my responsibility to provide additional information to the Kentucky Higher Education Assistance Authority (KHEAA) in order to have funds sent to my college or university.

\_\_\_\_\_ I understand that failure to meet the Early Graduation criteria or timeline will result in having to complete the regular minimum requirements for high school and forfeiture of the Early Graduation Certificate.

\_\_\_\_\_ I understand that if I intend to attain Early Graduation, the intent is not binding and I may choose to stay in high school to pursue available opportunities. I understand however, that by remaining in high school, I forfeit the Early Graduation Scholarship.

Signatures: (print name and sign)

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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(Districts may add signature lines as needed)

The student status as an Early Graduate is to be entered into Infinite Campus (IC) no later than October 1 of the academic year in which the student makes the declaration, as stated in Section 9 of [704 KAR 3:305](#).

Date entered into IC \_\_\_\_\_ Into ILP \_\_\_\_\_

By (Print name and sign)

\_\_\_\_\_

If this student transfers to another Kentucky high school before completing Early Graduation, the Early Graduation intent and information must be moved in IC and a counselor at the new school must be assigned to monitor the student's progress.

Date moved \_\_\_\_\_

School, District \_\_\_\_\_

Date entered into IC \_\_\_\_\_

By (Print name and sign) \_\_\_\_\_

- *A copy of this Letter of Intent should be placed in the student's cumulative folder and a copy given to the student for his or her records.*

#### STUDENT SCORES

| <u>End of Course</u>  |                   | <u>Date EOC taken</u> |                      | <u>Score</u>      |  |
|---|-------------------|-----------------------|----------------------|-------------------|--|
| <u>Algebra II (148 or above)</u>                              |                   |                       |                      |                   |  |
| <u>Biology (154 or above)</u>                                 |                   |                       |                      |                   |  |
| <u>English II (154 or above)</u>                              |                   |                       |                      |                   |  |
| <u>US History (147 or above)</u>                              |                   |                       |                      |                   |  |
| <u>Student must meet proficiency benchmarks as indicated.</u> | <u>Date taken</u> | <u>English Score</u>  | <u>Reading Score</u> | <u>Math Score</u> |  |
| <u>ACT</u>  |                   | <u>(18)</u>           | <u>(20)</u>          | <u>(19)</u>       |  |