KAUKAUNA HIGH SCHOOL

1701 County Road CE; Kaukauna, Wisconsin 54130-3916
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COREY BAUMGARTNER
Principal

JOSHUA CHUDACOFF
Associate Principal

CHRIS MCDANIEL
Activities Director

MICHELLE VRANEY
Associate Principal

September 9, 2016

Dear Kaukauna High School Student and Parents:

I realize that this is an exciting time for you as you begin to plan for early graduation. I sincerely wish you the best as you continue down your path to success! Since early graduation requests must be approved by the Kaukauna Area School Board, I request that the following items be completed **on or before February 1st**. Please note: You should be aware that not all colleges or universities will extend financial aid if you elect to graduate early.

1. Meet with your guidance counselor to have your credit status reviewed. Obtain a letter from your counselor verifying your credit status and desire for early graduation.
2. A letter from your parent(s)/guardian requesting early graduation.
3. A letter from you requesting early graduation and describing your future plans after graduation.
4. Attend an early graduation conference with the principal or designee. Bring a copy of your transcripts and letters requesting early graduation.

I will present the early graduation request to the Kaukauna Area School Board. **A copy of your transcripts and letters will be provided for each board member for their consideration.**

We encourage all early graduation students to participate in the commencement ceremony held at the end of May. Please contact the Kaukauna High School Student Services office at 766-6113 for graduation information.

Respectfully,

Corey Baumgartner

Corey Baumgartner
Principal

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Parent approval verification: We, the undersigned agree with this early graduation request and have completed the above steps.

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Student Name (Please print)

____
Student Signature Date

____
Parent Signature Date

____
Parent Signature Date

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Principal Signature Date