



## SAMPLE MATERIAL

### Graduation Notification/Agreement and Notification for Not Meeting Requirements

Crossland High School, Maryland

**Topic:** Helping Students Navigate the Path to College

**Practice:** Prepare Students Academically

Crossland High School places a strong emphasis on communicating student progress with parents and students. Using the *Graduation Notification/Agreement*, counselors record a student's remaining service learning hours and course credits and any financial obligations to be reconciled before graduation. Counselors then review the document with the student to ensure he or she is on track for graduation and knows of any deficiencies before it is too late to address the problem.

If the student has not fulfilled all requirements by the end of senior year, parents receive a *Notification for Not Meeting Requirements* letter, which explains the remaining obligation(s). Schools can use these documents as a model for clearly communicating graduation requirements.

## Crossland High School Graduation Notification / Agreement

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

Minimum number of credits needed for graduation, including 4 credits completed during the senior year - **21**  
Number of credits earned to date \_\_\_\_\_

<u>Content area</u>	<u># of credits still needed</u>	<u>Course</u>
English	_____	<u>English 12</u> _____
Math	_____	_____
Social Studies	_____	_____
Science	_____	_____
Physical Education	_____	_____
Health	_____	_____
Fine Art	_____	_____
Technology	_____	_____
Completer	_____	_____
Electives	_____	_____

Service Learning Hours MET \_\_\_\_\_ Hours still needed \_\_\_\_\_

HSA MET Score \_\_\_\_\_ Action required \_\_\_\_\_

Student should check with the Financial Secretary for any financial obligations. \_\_\_\_\_

Post Secondary plans \_\_\_\_\_

If the above graduation requirements are met, I will graduate from Crossland High School in the  
spring of \_\_\_\_\_.

**If I fail to meet the above graduation requirements, I will not graduate** and must seek out my counselor to  
discuss my academic options.

I understand the graduation requirements as presented above.

Student signature \_\_\_\_\_ Counselor signature \_\_\_\_\_

Counselor / Student conference held on \_\_\_\_\_.



Prince Georges County Schools  
Crossland High School  
6901 Temple Hills Rd.  
Temple Hills, Md. 20748  
Telephone: 301 449 4800 Fax: 301 449 4801  
Charles Thomas, Principal



Dear Parent / Guardian,


With great concern, this correspondence is to inform you that your child,  
\_\_\_\_\_, **has NOT yet met the requirements for graduation,**  
and **WILL NOT be able to participate in graduation activities including the**  
**Graduation Ceremony scheduled to be held on June 2<sup>nd</sup>, 2010, until the following**  
**items are completed.**

In accordance with the provisions of the Prince George's County Board of Education,  
your child is NOT eligible to graduate due to the following:

- \_\_\_\_\_ Student has NOT met credit requirement  
Needs to complete \_\_\_\_\_
- \_\_\_\_\_ Student has NOT met service learning requirement  
Needs to complete \_\_\_\_\_ hours
- \_\_\_\_\_ Student has NOT met HSA requirement  
Needs to complete \_\_\_\_\_
- \_\_\_\_\_ Student has NOT met financial obligations  
Total fees owed \_\_\_\_\_

**Please contact your grade level counselor, or your grade level administrator for  
more information.**

Sincerely,

  
Charles Thomas  
Principal

\_\_\_\_\_ Student Signature      Date rec'd \_\_\_\_\_