

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 400-34
Subject:	ALTERNATIVES TO FOUR-YEAR HIGH SCHOOL ENROLLMENT	Issued: 2/22/83
Preparing Office:	Office of the Superintendent	Amended: 6/22/21

I. Procedures

The purpose of this regulation is to describe students' alternatives to attending high school for four (4) years. Frederick County Public Schools (FCPS) requires students to earn a total of 25 credits in grades 9 through 12 in order to receive a Maryland high school diploma.

A. Early Graduation

A Frederick County Public Schools (FCPS) student may receive a Maryland high school diploma after grade 11 through an alternative plan that includes a waiver of the grade 12 enrollment if the student has met all high school credit and student service learning requirements. The Student Services Team (SST), the principal, and the director of high schools will determine if this is a viable option for the student.

1. A student who wishes to graduate early is required to develop an appropriate alternative plan that meets the student's specific needs, with the assistance of the school counselor and involvement of the student's parents or guardians.
2. The student is required to submit a "Waiver Request: Fourth Year" form and letter specifying the plan and the reason the plan is in their best interest, include parent or guardian letter in support of the plan, and sign the application.
3. The SST is responsible for reviewing the request for early graduation and will make a recommendation to the principal on the basis of the student's needs and goals, and the plan's adequacy to meet these needs and goals.
4. The principal/designee will forward the application and plan to the director of high schools who, acting as the Superintendent's designee, shall either approve or deny the request.
5. With director approval, written notification will be forwarded to the Superintendent.
6. If the Superintendent, or the Superintendent's designee, approves the plan, they will notify the state superintendent of schools.
7. If at any point in the approval process disapproval is registered, the request is denied. The school must notify the parent/guardian in writing and the parent/guardian shall have ten (10) days to appeal the recommendation to the next highest level.

8. A student who graduates early is eligible for honors traditionally awarded to a high school graduate. The total credits earned could have an impact on the final grade point average.
9. The graduate will receive the high school diploma at graduation.

B. College Admission Prior to Graduation

An FCPS student may receive a Maryland high school diploma through acceptance in an early college admission program, an approved vocational, technical, or other post-secondary school program if:

- The student is accepted for early admission to an accredited college, an approved vocational, technical, or other post-secondary school program before high school graduation.
- All Maryland High School Assessments and service learning requirements have been met.
- A written request by the student and parent/guardian, accompanied by the letter of acceptance, is submitted to and approved by the Superintendent/designee.

The SST, principal, and the director of high schools will review and determine if this option is a viable option for the student.

1. With the assistance of the school counselor, the student and parent/guardian are required to develop an appropriate plan to meet the specific needs of the student.
2. Students are required to submit the "Waiver Request: Fourth Year" form to the principal, including signature of the student's parent or guardian.
3. The SST will review the request for waiver and make a recommendation to the principal on the basis of the individual student's needs and goals, and the plan's adequacy to meet these needs and goals.
4. The principal shall review the SST recommendation and, if approved, forward the recommendation to the director of high schools for review.
5. If the director of high schools approves the request, the school will notify the student and parent/guardian of the decision in writing.
6. If at any point in the approval process disapproval is registered, the request is denied. The school must notify the parent/guardian in writing and the parent/guardian shall have ten (10) days to appeal the recommendation to the next highest level.
7. The applicant and parent/guardian of the applicant must be informed that if this waiver is approved the student is limiting honors available to high school seniors.

8. At the conclusion of a full year of study at the post-secondary school, the student must submit to the principal a written request for the high school diploma along with a transcript or letter from the vocational, technical or post-secondary school indicating the student has successfully completed a year of post-secondary work and has met the requirements as stated above.

Approved:

original signed by

Theresa R. Alban
Superintendent

PLAN FOR WAIVER: 4TH YEAR

Student _____

SUBJECT AREA	COMPLETED (C) OR CURRENTLY ENROLLED (CE)	NUMBER OF CREDITS	COMPLETER PROGRAMS	"X" TO CONFIRM
English 9			UNIVERSITY SYSTEM OF MARYLAND	
English 10				
English 11				
English 12				
			CAREER AND TECHNOLOGY EDUCATION and UNIVERSITY SYSTEM OF MARYLAND	
World History				
American Studies 2				
Government				
Algebra			CAREER AND TECHNOLOGY EDUCATION	
Geometry				
Math				
Math			REQUIRED ASSESSMENTS	SCORE
			• English 10	
Lab Science			• Science	
Biology			• Government	
Lab Science			• Algebra with Data Analysis	
			ALTERNATIVE OPTIONS:	
Fine Arts			• Bridge or Combined Score	
Technology Education			SERVICE LEARNING	
PE/Health			• Service Learning (75 Hours):	
World Language or				
Advanced Technology or				
Career & Technology Education (CTE)				
Personal Financial Literacy				
List Electives (including 3 Career Pathway Electives)				
TOTAL CREDITS				

NOTE: Failure to meet all graduation requirements (credits, assessments, service learning) will invalidate this approval.

School Counselor _____ Date _____

Student _____ Date _____

Parent/Guardian _____ Date _____