

Name: _____

School: _____

STEP 1 MEET WITH GUIDANCE COUNSELOR Date of Meeting: _____

STEP 2 SUBMIT COMPLETED APPLICATION TO COUNSELOR Date Submitted: _____
Attach the following and attain signatures:

Written description of reasons for request

Plan of Action (Include how you will attain remaining credits and plans for post-graduation)

Two (2) letters of support (to include school staff)

Transcript

Documentation (if for medical reasons)