

# Early Graduate Procedure

If you are considering early graduation, please note the following:

1. You must submit a letter to your Counselor before October 1<sup>st</sup> stating intention to graduate early with parent approval.
2. All outside credits must be completed and transcripts of grades and credits earned must be received by the Registrar no later than December 1<sup>st</sup>.
3. An early graduate withdrawal checklist will be given to you by your Counselor. All checklist items must be completed and initialed by the appropriate staff member, and the completed checklist must be returned to the Registrar before leaving on your last day.

## Senior Survey and Request for Final Transcript

**Permanent Transcript Release** - As stated on the front side of this document, a **Permanent Transcript Release** must be completed and on file in the Registrar's office. You may obtain this form at your senior class meeting or in the Registrar's office. Transcripts will not be sent until the release is on file.

**Senior Survey** — Senior Surveys are **mandatory** and must be completed before a final transcript will be sent.

Instructions are below:

Log into Naviance (you can log in through the school website)

You will see tabs across the top – click **“About Me”**. Then click on **“My Surveys”** and **“My Surveys Not Started”** or **“Surveys in Progress”**. Find **“CHS Senior Exit Survey”**. Answer the 6 questions and click **“submit answers”**. Once you have completed the survey, you may not go back to change it. If you think you will need to go back to make changes, do not “submit answers”.

**Request Final Transcript** — In Naviance, after you sign in, on the right, you will see **“My Favorites”**. Click **“colleges I'm applying to”**. You will see a list of colleges you have applied to. Find your college. You will see a column **“Edit”** with a picture of pencils. Click on the **pencil** on the same line as your college and under your school you will see **“Result”** with a drop-down that says **“unknown”**. Change **“unknown”** to **“accepted”**. Scroll down and click on **“Update Applications”**. Scroll down again and under **“College that I am attending”**, click on the drop-down menu, click on your college and click **“Update”**. Go back up, click **“+Request Transcripts”**, Click on **“Final Transcript”**, check the box to the left of your school, then click **“Submit Transcript Request”**.

## Student Cumulative Temporary Records

Your cumulative temporary records folder is required to be kept for five (5) years after graduation. After receiving permission from the State of Illinois, cumulative temporary records are destroyed. If you wish to obtain your cumulative temporary file after five (5) years, **please request in writing**. It is your responsibility to request this file and pick up the file after permission has been granted by the state.