



21 Humboldt Street  
Rochester, New York 14609

Tel (585) 747-8911  
Fax (585) 254-1251

September 21, 2020

Dear Vertus Parents and Guardians,

While we encourage all students to stay through their senior year of high school, we realize a student's graduation date is ultimately a family decision. Early graduates are students who have finished all their requirements for a NYS Regents Diploma prior to the end of the school year that they would normally graduate. For a fourth year student, that would mean he would graduate/finish at the end of the fall semester, (the last week of January) of his senior year. For a third year student, that would mean he plans to graduate/finish at the end of the spring semester, (in June) of his junior year.

In order to ensure proper communication and procedure among students, staff, and families, the following outlines the steps that must be taken for a student to graduate early from Vertus. Seniors wishing to graduate one semester early must complete steps 1 - 4 below by **October 1st**. Juniors wishing to graduate one year early must complete steps 1 - 4 below by **November 1st**. The requirements are as follows:

- 1. The student must set up a meeting with his school counselor to go over credits, graduation requirements, and his future planning and to determine if he is eligible for early graduation.**
- 2. The student is given a sheet to have signed by his Preceptor to ensure the Preceptor is aware of the plan.**
- 3. The student is given a sheet to take home to his parents/guardian. The parent or guardian must set up a phone/virtual conference with the counselor and student. The parent/guardian must sign off on the plan.**
- 4. The principal must sign off and approve the early graduation plan.**

Please note that there is no early graduation ceremony held at Vertus. Students are still eligible to participate in Vertus' June graduation ceremony. Students who graduate early are not eligible to participate in school activities (such as field trips) the rest of the school year and will be taken out of the running for valedictorian/salutatorian.

Please let me know if you have any questions.

Best,

**Jillian Flanagan**  
School Counselor



# Vertus HIGH SCHOOL

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This letter confirms that, \_\_\_\_\_ will graduate early from Vertus High School on \_\_\_\_\_. In order to graduate early, the student must complete the following credits and Regents Exams before the above date:

Credits	Regents Exams

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_