



## Request to Change Completion Semester

A change of completion semester can affect a number of aspects of a student's completion experience with the ECA. Depending on when the request is submitted a change of completion semester can impact a student's inclusion and participation in completion related activities, events and materials; including but not limited to: participation in their District and/or ECA commencement ceremony, name inclusion in associated commencement programs and other materials, classification and inclusion in ECA yearbook, as well as post-secondary scholarship eligibility and FAFSA status, and ECA district MHSAA eligibility. Be sure to discuss this change with your CORE Advisor, ECA Counselor, and/or an ECA Administrator.

### Student information:

E-ID: \_\_\_\_\_ CORE: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Name: \_\_\_\_\_

### Completion Information:

I am scheduled to complete the ECA in:

Year: 20 Semester (Circle one): Fall Winter Summer 1 Summer 2

I would like to change my ECA completion to:

Year: 20 Semester (Circle one): Fall Winter Summer 1 Summer 2

Reason for this change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Parent/Guardian Signature (if student under 18): \_\_\_\_\_ Date: \_\_\_\_\_

CORE Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administration Use Only:

#### Records:

#### Initials

PowerSchool Updated  
Upload to student's Drive Folder


#### Communication:

#### Initials

Email CORE Confirmation  
Email Student Confirmation  
Completed On: \_\_\_\_\_


  
\_\_\_\_\_