Graduation Checklist

Use this checklist during senior year to make sure academic records, applications, and graduation details are complete.

Student Name _____

Graduation Year _____

HCS Graduation

- [ ] Confirm HCS diploma pathway
- [ ] Audit all completed credits
- [ ] Confirm remaining senior courses
- [ ] Finish required coursework
- [ ] Enter final grades
- [ ] Confirm total credits
- [ ] Confirm final GPA if applicable
- [ ] Finalize graduation date
- [ ] Complete HCS graduation paperwork

Transcript & Records

- [ ] Update credit tracker
- [ ] Review transcript course titles
- [ ] Check grades and credit amounts
- [ ] Check GPA calculation
- [ ] Complete important course descriptions
- [ ] Collect dual-enrollment transcripts
- [ ] Collect transfer records if applicable

Graduation Checklist

Continue the senior-year master checklist.

Next-Step Planning

- [ ] Confirm likely destination
- [ ] Check current admission / program requirements
- [ ] Check application deadlines
- [ ] Check whether ACT or SAT is required or useful
- [ ] Check NCAA or NAIA requirements if applicable
- [ ] Check technical / military / employment requirements if applicable

Applications & Financial Planning

- [ ] Complete applications
- [ ] Send requested transcripts
- [ ] Request recommendation letters
- [ ] Prepare resume / activity list if needed
- [ ] Check FAFSA process if applicable
- [ ] Track scholarship deadlines
- [ ] Review financial-aid or program costs

Graduation Details

- [ ] Confirm legal name for diploma
- [ ] Order diploma materials
- [ ] Order cap and gown if applicable
- [ ] Confirm ceremony information
- [ ] Plan announcements / photos if desired
- [ ] Celebrate the student

Graduation Checklist

Continue the senior-year master checklist.

After Graduation

- [ ] Send final HCS transcript where required
- [ ] Send final college transcript where required
- [ ] Complete final NCAA / NAIA steps if applicable
- [ ] Keep permanent transcript copy
- [ ] Keep diploma copy
- [ ] Keep important supporting records

Important Deadlines / Notes