

## Colorado Graduation Guidelines Promising Practice

<b>District/System</b>	Greeley-Evans 6
<b>School</b>	University High School (public charter school)
<b>Contact Information</b>	
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<b>Title of artifact</b>	Senior Project Junior Students and Parents Meeting Messages – University HS
<b>Type of practice</b>	Communications

### Brief description of artifact

These email and phone messages provide information about an optional meeting for juniors and their parents about Senior Projects. Also provided in the email message are the school website which displays Senior Project requirements ([www.universitieschools.com](http://www.universitieschools.com)) and timelines for submitting the letter of intent.

### Brief description of the process resulting in the artifact

University High School has required senior projects for over 20 years. University High School has five pathway diplomas, and the senior project is required for all. Last year they revised the requirement to include more accountability and consistent quality. Items were developed to communicate changes in the project requirement to specific audiences.

#### ***Types of practices in the CDE Graduation Guidelines Promising Practices collection:***

1. Communications, such as announcements to school community and business community
2. Implementation process plans, such as strategic plans and timelines
3. Implementation tools connected to local graduation requirements, for instance:
  - o Testing implementation (ACT, AP, ASVAB, CMAS, IB, PARCC, SAT), such as classes and retreats, administration procedures and agreements
  - o Capstone implementation, such as instructions and samples
  - o Concurrent Enrollment implementation, such as classes and agreements
  - o Career/academic assessment implementation (e.g., ACCUPLACER, COMPASS, Work Keys), such as administration procedures and agreements
  - o Industry Certificates implementation, such as samples
4. Local graduation requirements aligned with state guidelines, such as board policies
5. Regarding students with exceptionalities
6. Other: \_\_\_\_\_

**Email Message:**

**Subject Line: Attention University High School Juniors and Parents**

As you know, one of University High School's graduation requirements is a senior project. We have had this expectation for many years and last year we revised the guidelines to provide students and parents with more structured information to help students successfully complete their projects.

Information about the senior project requirements is on our website at [www.universityschools.com](http://www.universityschools.com). Under Academics/High School Advising, select Senior Project Packet on the right side of the page. Also, we are hosting a senior project information meeting for students and parents at 7:00 p.m. in the gym in the main building this Thursday, April 9, to review senior project requirements. This meeting is optional and I will review the information with juniors at a class meeting on Friday.

Students who wish to get an early start on their projects may submit a letter of intent by April 16. Students who do not submit an early letter, will turn in senior project letters of intent in the fall.

**Phone Message:**

**Dear Junior Students and Parents:**

University High School will hold a meeting this Thursday, April 9, at 7:00 p.m. in the main gym for students and parents who want to know more about the senior project requirements for next year. If you cannot attend the meeting, detailed information is available on our website under Academics - High School Advising. This information will also be discussed with juniors at a class meeting.