

# 1. How soon can I graduate?

To answer this question, compare your transcript to the list of requirements for graduation. Your transcript lists all the courses you have taken in high school and the grades you have earned in each class.

## What To Do

- Get the documents you need.
  - Log into your student account in Infinite Campus. Open “Documents” from the menu and select “Transcript”. Print if possible, so you can make notes.
  - If you do not have a student account on Infinite Campus, request a transcript from [Jefferson County Public Schools Transcript Request](#). You will need to request a transcript from each school district you have attended. (See Special Note)
  - Find the [Graduation Checklist](#) for the year you started high school. The graduation requirements in Kentucky are specific to when you were a Freshman so make certain you have the correct Graduation Checklist.
- Read your transcript. Consider these questions:
  - Is your name, birthdate, address, and current school correct?
  - Does the transcript include all schools you have attended?
  - Does your transcript list all the courses you have taken?
- Correct any problems on your transcript. If your transcript is not correct or you have questions about your student record, contact the school counselor at your current school or the last school you attended. You may need to give them documentation of the work or classes you completed, which may take time. Getting your record correct may help you graduate sooner. For more information on evaluating your school records or transferring credits from other schools:
  - Check the [JCPS High School Progression, Promotion, Grading Handbook](#)
  - [State regulations](#) on assessing non-traditional credits
- Read the Graduation Checklist for the year you were a Freshman in high school. The requirements for graduation have changed over time and some requirements may seem new. Ask questions about the requirements until you fully understand what you must do to graduate.
- Compare your transcript with the graduation requirements. Things to keep in mind:
  - You should have earned one credit for each class lasting one full-year and ½ credit for each class lasting one semester. If you were not given credit for a class, ask for more information. Did you not finish the course? Can you make up the required work? Can you re-take the course online?
  - You need 22 credits to graduate. The credits must be in specific subjects. It is possible to take a class that does not “count” toward graduation, so ask questions if you are uncertain the classes on your transcript are included in the 22 credits needed to graduate.
  - If you attended more than one high school, make certain the courses you took at each school is on the transcript and that you have been given credit for the courses.
  - Check each graduation requirement you have completed. Some of the requirements will not be completed until the end of your senior year but make note of what you need to do now to be on track.

- Map out the next steps to graduation. You can usually earn 5 to 6 credits each school year, so you should be able to estimate how long it will take to graduation. If you take classes online, the amount of time it takes to graduate may depend on the amount of time you spend studying.

## Special Notes

For **students who have attended more than one school**: You should have their credits reviewed by a school counselor. Make a list of all the schools you have attended and request that your records be sent to JCPS.

If you are **experiencing homelessness, your counselor should help you with specific help to evaluate and grant your course credits** (per HB 378).

**Ask an Education Advocate:** [advocates@thebookworks.org](mailto:advocates@thebookworks.org) or (502) 276-6136