

High School Graduation Checklist

A senior-year checklist covering graduation requirements, the ceremony and next-step planning.

Confirm graduation requirements

- Meet with your counselor to review your transcript.
Do this early so there's time to fix any credit gaps.
- Confirm you've met all required credits and courses.
- Check any required exams or assessments are passed.
- Verify community service or other requirements are met.
- Confirm your GPA and class standing.
- Resolve any incomplete or failing grades.

Plan your next step

- Decide on college, work, trade, military or a gap year.
- Complete the applications for your chosen path.
- Apply for financial aid and scholarships if relevant.
- Meet with advisors or recruiters for guidance.
- Track acceptance, enrollment or start-date deadlines.
- Make a final decision and notify the school you choose.

Senior-year tasks

- Keep your grades up through final transcripts.
- Take senior portraits by the school's deadline.
- Participate in senior events and activities.
- Update your resume with awards and activities.
- Ask for any final letters of recommendation.
- Stay on top of every deadline on your calendar.

Ceremony preparation

- Order your cap, gown and any honor cords early.
- Order class ring or announcements if you want them.
- Confirm the ceremony date, time and location.
- Find out how many guest tickets you receive.
- Confirm your name spelling for the diploma.
- Attend graduation rehearsal if one is held.

Clear obligations

- Pay any outstanding fees or fines.
- Return textbooks, equipment and library books.
- Clean out your locker and personal spaces.
- Request official final transcripts for your next step.
- Update your contact and mailing information.
- Confirm you're cleared to receive your diploma.

Celebrate and transition

- Plan or attend the graduation celebration.
- Take family and friend photos at the ceremony.
- Thank teachers, coaches and mentors who helped you.
- Save copies of your diploma and key records.
- Set goals for the summer before your next step.
- Stay connected with friends after graduation.