

Form – Application for Waiver of High School Graduation Credits

Application for waiver of up to two elective high school graduation credits based on a student's circumstances

Instructions:

Please review the district's Policy and Procedure 2418 prior to completing this form. This form must be completed, signed and provided to the Superintendent's office no later than thirty business days prior to high school graduation for the year the waiver is requested.

Providing the completed form does not automatically guarantee a waiver will be granted. Once the application is submitted, the Superintendent or designee will respond to the request within ten business days with his or her decision.

Please attach any and all materials and/or documentation that would establish the existence of the circumstances justifying a waiver (e.g., physician's letter). Please attach additional pages if necessary to the narrative section.

Parents or adult students with limited English proficiency may request that this application and/or the policy and procedure be provided in a language that they understand.

The board seeks to provide all students with the opportunity to complete graduation requirements without discrimination and without disparate impact on groups of students. In so doing, the board acknowledges that circumstances may arise that prevent a student from earning all twenty-four credits required for high school graduation. Students may request a waiver of up to two credits. Such circumstances may include, but are not limited to, the following:

- Homelessness;
- A health condition resulting in an inability to attend class;
- Limited English proficiency;
- Disability, regardless of whether the student has an individualized education program or a plan under Section 504 of the federal Rehabilitation Act of 1973;
- Denial of an opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school;
- Transfer during the last two years of high school from a school with different graduation requirements; and
- Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised a student's ability to learn.

Adoption Date: **09.28.15**
Classification: **Essential**
Revised Dates: **09.19**

Waiver of High School Graduation Credits

| | | |
|---|---|--------------------------------|
| Name of Student | Person Completing Form: | Relationship to Student |
| | | |
| Student Date of Birth | School Attending | Expected Grad Year |
| | | |
| Phone Contact Number: | Email Contact: | |
| | | |
| Mailing Address: | City, State | Zip |
| | | |
| Basis for Waiver (check all that apply) | | |
| <input type="checkbox"/> Homelessness <input type="checkbox"/> Ongoing Health Condition <input type="checkbox"/> Limited English Proficiency <input type="checkbox"/> Disability <input type="checkbox"/> Denial of opportunity to retake classes free of charge | <input type="checkbox"/> Transfer during the last two years of high school from a school with different graduation requirements <input type="checkbox"/> Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised a student's ability to learn. Briefly name the circumstance: _____ | |
| Narrative: Explain your circumstances and why you believe you should be granted a waiver. | | |
| | | |
| Signature and Authorization: | | |
| <ul style="list-style-type: none"> • I am requesting that the Superintendent or designee waive (circle one) one/two credits required for my/my student's graduation due to the circumstances indicated above. • I hereby authorize the Superintendent or designee to contact, consult and/or confer with any individual referenced in this application who would have knowledge of my circumstances, except for those subject to a duty of confidentiality. • I hereby certify that the information provided on this application is true and accurate to the best of my knowledge. | | |
| Signature of parent or adult/unaccompanied student | | Date |
| | | |
| Official Use Only: <input type="checkbox"/> Appeal Granted <input type="checkbox"/> Appeal Denied | | |