



Application for waiver of up to two elective high school graduation credits based on unusual circumstances. (2418F)

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 unusual 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.

Student Identification (required)

Name of person completing this form:

Relationship to student:

Address of person completing this form:

Daytime phone number:

Student’s Name:

Student’s ID Number/Date of Birth:

Expected year of graduation:

Basis for Waiver Request (required) (check all that apply):

<input type="checkbox"/> Disability (regardless of whether student has an IEP or Section 504 plan)
<input type="checkbox"/> Health condition resulting in student’s inability to attend class
<input type="checkbox"/> Homelessness
<input type="checkbox"/> Limited English proficiency

No 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

Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised the student's ability to learn

Narrative: (required; 600 Character Max)

Signature and Authorization: (required)

I am requesting that the Superintendent or designee waive _____ (*up to two elective credits*) required for _____ (*student's name*) high school graduation in _____ (*year*) due to the unusual 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 the unusual 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.

Your name below will be accepted as the signature of parent or adult student

	Date
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