

WAIVER OF HIGH SCHOOL GRADUATION CREDITS: 2418P

A scholar or his/her parents/guardians may request a waiver of up to two elective credits during his/her year of expected graduation from high school due to unusual circumstances. The Superintendent or designee will review each request on a case-by-case basis and use his or her judgment, experience and knowledge of the scholar to determine whether unusual circumstances exist to justify the waiver.

Request Process

Requests will be made using the district's form made available for this purpose and will include any materials (e.g., letter from the scholar's licensed physician) that document the unusual circumstances. Requests must be received by the Superintendent or designee's office no less than thirty days prior to graduation. The Superintendent may waive the thirty-day deadline in cases of catastrophic events occurring within thirty days of graduation that have a direct effect on the scholar or scholars requesting a waiver.

Determination

In determining whether to grant the request for waiver based on unusual circumstances such as those listed in Policy 2418, the Superintendent or designee will consider factors such as:

- Unique limitations directly affecting the scholar as a result of the unusual circumstances;
- Whether the unusual circumstances were beyond the scholar's control;
- Whether the unusual circumstances compromised the scholar's ability to learn;
- The scholar's efforts to cope with the unusual circumstances;
- Documentation provided by the scholar's parents or guardians;
- Possible discriminatory effects on the scholar and/or possible disparate impact on a group of scholars if the waiver is not granted;
- Significant decline in the scholar's academic performance following the occurrence of the unusual circumstances.

In considering whether to grant the waiver, the Superintendent or designee may, in his or her discretion, consult with school staff who have knowledge of the scholar and with any person identified in the application as having knowledge of the scholar's unique circumstances.

Response Process

The Superintendent or designee will provide a response to a request for waiver within ten (10) business days. A response granting the waiver will include the number of elective credits that will be waived and notification that completion of the remainder of required credits is required for graduation. A response denying the waiver will state the reason(s) therefore, which may include, but are not limited to:

- The request was received within thirty days of graduation and does not concern a catastrophic event;

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- The request did not include sufficient information to justify waiver of high school graduation credit;
- The request was not based on documented or verifiable events that would justify waiver of high school graduation credit.

The Superintendent or designee's decision is final and will only apply to the scholar's current graduation year.