

Form–Waiver of High School Graduation Credits

2418F

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.

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):

____Disability (regardless of whether student has an IEP or Section 504 plan)

____Health condition resulting in student’s inability to attend class

____Homelessness

____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)

Signature and Authorization: (Required) _____

I am requesting that the superintendent or designee waive: _____
(insert up to two elective credits)

required for _____ high school graduation in _____ due to the
(Student’s Name) *(insert year)*

circumstanced indicated above.

I hereby authorize the superintendent or designed 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 student

Date