

**Procedure 2410P Exhibit C
Graduation Requirements**

Download this form and open in Adobe Acrobat. Use the "Fill and Sign" feature to complete the document.

STUDENT REQUEST FOR WAIVER OF A COURSE/CREDIT REQUIREMENT FOR HIGH SCHOOL GRADUATION IN THE BELLEVUE SCHOOL DISTRICT

Date: _____

Name (please PRINT): _____

BSD Student ID#: _____

Address: _____

School: _____

Year of Graduation: _____

Transcript attached (**REQUIRED**): _____

I am requesting that the course: _____ for _____ credit(s), a Bellevue School District Graduation requirement be waived because:

Student signature: _____

Parent(s)/Guardian(s) signature: _____

I have seen this form and supporting documents. Please consider the following comments/insights in making the decision:

Counselor signature: _____

Date: _____

I support this waiver request because: _____

I do not support the waiver request because: _____

Principal signature: _____

Date: _____

This request is: **granted** for _____ credit (s) [see notes/comments below]:

This request is: **denied** for the following reason (s):

Director of Teaching and Learning: _____

Date: _____

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Specific high school course/credit graduation requirements established by the Bellevue School District Policy 2410 (Graduation Requirements) **MAY** be waived for an individual student for the following circumstances:

1. Course requirements in which BSD requirements exceed the State Board of Education requirements (i.e. additional 0.5 credits of Social Studies).
2. A waiver for physical education/fitness due to physical disability, employment, or religious belief, or military science and tactics or for other good cause.
 - a. Students will need to demonstrate proficiency on the District assessment for the knowledge portion of the fitness requirement.
 - b. The waiver, if granted, would exempt the applicant from a requirement, but would not grant credit.
3. Up to 2.0 Elective credit in which the student possesses significant and compelling reasons to justify approval of a waiver of this course requirement. Circumstances may include:
 - a. Death of a parent, guardian or sibling.
 - b. An unexpected and/or severe medical condition which must be documented by a medical professional and included with this application.
 - c. An unexpected multi-day absence that was beyond the student's control that was a barrier to course completion. Documentation to support the reason for the absences will need to be included with this application.
 - d. Another unavoidable event of a similarly compelling magnitude.
4. Students whose course work for completing of a full IB Diploma that impacts meeting a BSD graduation requirement.

Process:

1. Student and/or Parent(s)/Guardian(s) completes the *Course Waiver Graduation Requirement Form* and submits to their counselor.
2. Counselors complete their section and provides a copy of the student's **transcript**.
3. Counselor secures the principal's signature, and **emails** the waiver, transcript and supporting documents to the Office of School Support Office at graduationwaivers@bsd405.org
4. The written request will be reviewed and adjudicated by the **Director of Teaching and Learning**.
5. The form will be uploaded to the student's *Synergy document folder* as approved or denied. If the request is denied, the parent(s)/guardian(s) and/or student will have the **opportunity to appeal to the Executive Director of Schools**. All privileges associated with graduation, (e.g. commencement) will be denied the student pending the outcome of any appeal request.
6. The Office of School Support will work as efficiently and judiciously as possible to act on appeals in order to maximize the possibility that the student and/or his/her parent may exercise their rights to appeal prior to any privileges being lost.