

**Procedure 2410P Exhibit K
Graduation Requirements**

**IEP TEAM REQUEST TO SUBSTITUTE CREDIT FOR STUDENT RECEIVING SPECIAL
EDUCATION SERVICES IN THE BELLEVUE SCHOOL DISTRICT**

Date: _____ Case Manager/Requester Name: _____

Student Name (PRINT): _____ BSD Student ID#: _____

Address: _____

School: _____ Transcript attached (**REQUIRED**): _____

Year of Graduation: _____ IEP Course of Study page (**REQUIRED**): _____

The IEP Team met and determined that the following course(s) should be substituted as indicated below:

Required Course Name and Credit	Substitute Course Name and Credit
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Rationale for this request:

Student agreement: ___ Yes
 ___ No

Parent(s)/Guardian(s) agreement: ___ Yes
 ___ No

IEP Case Manager signature:

This request is: reviewed with no concerns.

This request is: reviewed with the following concerns:

Director of Special Education:

Date:

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Specific high school course graduation requirements established by the Bellevue School District Policy 2410 (Graduation Requirements) **MAY** be substituted for an individual student provided that:

1. The credit substitution is determined to be necessary by the student's individualized education program team due to the unique needs resulting from the student's disability.
 2. The graduation credit and subject area requirement proposed substitution is comparable content course work as identified in the individualized education plan (IEP).
 3. The credit substitution is aligned with the student's High School and Beyond Plan.
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Process:

1. IEP Team follows [Extraordinary Needs Request Procedure](#)
2. IEP Team completes the *Substitute Credit for Student Receiving Special Education Services Form*.
3. IEP Case Manager emails this form, Course of Study, and copy of transcript to: School Registrar, School Counselor, School Special Education Lead, specialservices@bsd405.org, and IEPHelp@bsd405.org.
4. Special Education Director will follow up with IEP team as needed.
5. The form will be uploaded to the student's *Synergy document folder*.