

## **WAIVER OF HIGH SCHOOL GRADUATION CREDITS**

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### **Request Process**

A student or their parent/guardian may request a waiver of up to two elective credits due to unusual circumstances as outlined in Policy 2418. Requests must be submitted to the superintendent or designee's office no later than 30 days prior to the student's expected graduation date using **Form 2418F**. The request must include documentation of the unusual circumstances, such as a letter from a licensed physician or other relevant sources.

In the event of a catastrophic event within 30 days of graduation, the superintendent or designee may waive the 30-day submission requirement.

### **Determination Process**

The superintendent or designee will review each request on a case-by-case basis, considering factors such as:

- Unique limitations directly affecting the student;
- Whether the circumstances were beyond the student's control;
- The impact of the circumstances on the student's ability to learn;
- Documentation provided by the student's family;
- Possible discriminatory effects or disparate impact on student groups if the waiver is not granted;
- Significant decline in academic performance following the occurrence of unusual circumstances.

The superintendent or designee may consult with school staff who know the student and any other individuals cited in the application.

### **Response Process**

The superintendent or designee will respond to the waiver request within 10 business days. If the waiver is granted, the response will include the number of elective credits waived and confirm that the student is required to complete the remaining necessary credits for graduation. If the waiver is denied, the response will include the reasons for denial, such as insufficient documentation or lack of significant circumstances.

The superintendent's decision is final and only applies to the student's current graduation year.

Adopted: October 21, 2024