Instruction

Exhibit - Class Substitution Request

Students in grades 9-12 may satisfy one or more high school courses or graduation requirements by successfully completing related vocational or technical education courses, or a registered apprenticeship program. Students participating in a registered apprenticeship program must be at least 16 years old.

This request for class substitution must be completed by the student's parent/guardian (or by the student who is at least 18 years of age) and submitted to the Building Principal for approval. Such requests will be kept in the student's temporary school record in accordance with 23 Ill.Admin.Code §1.445 (as applicable) and Section 4 of the Ill. School Student Records Act (105 ILCS 10/4).

Student Name *(please print)* Grade

Parent/Guardian Name *(please print)* Telephone Student Birthdate

Class Requesting to Substitute	**Vocational/Technical Course/Registered Apprenticeship Program Substitute**

Student Signature Date

Parent/Guardian Signature *(For students under age 18)* Date

Request for class substitution: ☐ **Approved**

☐ **Denied**

Building Principal Date

DATE: April 22, 2021

REVIEWED: April 22, 2021; April 23, 2026

REVISED: April 22, 2021