Procedure 2410P
Exhibit E

BELLEVUE SCHOOL DISTRICT
Bellevue, Washington

REQUEST FOR WAIVER OF COMMUNITY SERVICE GRADUATION REQUIREMENT

Date: _____

Name (please PRINT): _____ ID#: _____

Counselor: _____ School Name: _____

I request a waiver of the 40-hour community service requirement due to the following *extenuating, unique and/or unusual circumstances.* I have read the waiver process on the reverse of this form and I have included a statement explaining the circumstances. Statement:

Student's Signature: _____

Parent or Guardian: _____

Principal's Signature: _____

Attach a transcript and submit this form to your counselor. The counselor will secure the principal's signature and date-stamp and scan to the School Support Office at graduationwaivers@bsd405.org

GPA: **APPROVED:** ☐ **DENIED:** ☐

COMMENTS:

District Administration

Copy: Student/Family Copy: Registrar Copy: scan to graduationwaivers@bsd405.org
12.25

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Community Service Graduation Requirement Waiver Process

The District expects that all students earn the necessary credits for graduation and complete a minimum of 40 hours of Community Service. However, there may be unique and/or unusual circumstances that prohibit completion. If any student, parent/guardian, administrator and/or counselor, believes that there is such a circumstance, they request a waiver.

Circumstances that may qualify for unique and unusual are listed below. This list is not exhaustive.

- The student enrolled in the district within the last two years. Given the limited amount of time to complete the requirement, the student was not able to accumulate sufficient hours.
- The student experienced a significant health, mental and/or emotional situation that significantly interfered with the ability to meet the 40 hour requirement.
- The student has an identified disability that significantly interfered with the ability to meet the 40-hour requirement

Process:

1. Student and/or Parent(s)/Guardian(s) completes the Request for Waiver of Community Service Graduation Requirement Form and submits to their counselor along with a transcript.
2. Counselor secures the principal's signature, and scans the paperwork to the Office of School Support Office at graduationwaivers@bsd405.org
3. The written request will be reviewed and adjudicated by the Director of Counseling.
4. The form will be uploaded to the student's Synergy document folder as approved or denied. All privileges associated with graduation, (e.g. commencement) will be denied the student pending the outcome of any appeal request.
5. 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 parent(s)/ guardian(s) may exercise their rights to appeal prior to any privileges being lost.