

WAIVER OF HIGH SCHOOL GRADUATION CREDITS

The board seeks to provide all students with the opportunity to complete graduation requirements without discrimination and without disparate impact on groups of students. In so doing, the board acknowledges that circumstances may arise that prevent a student from earning all credits required for high school graduation. Such circumstances may include, but are not limited to:

1. Homelessness;
2. A health condition resulting in an inability to attend class;
3. Limited English proficiency;
4. Disability, regardless of whether the student has an individualized education program or a plan under Section 504 of the federal Rehabilitation Act of 1973;
5. Denial of an opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school;
6. Transfer during the last two years of high school from a school with different graduation requirements; or
7. Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised a student's ability to learn.

The board delegates to the superintendent or his/her designee discretion to grant a waiver of a maximum of two elective credits required for graduation. A student's parent/guardian or an adult student must file the district's Application for Waiver of High School Graduation Credits (*Form 2418F*) with the Superintendent's Office no later than thirty (30) days prior to the student's scheduled graduation date. In order to graduate, students granted a waiver must earn seventeen required subject credits (four English, three Math, three Science, three Social Studies, two Health and Fitness, one Arts, one Career and Technical Education) which may be by satisfactory demonstration of competence as provided by WAC 180-51-050.

Cross References: Policy 2410

High School Graduation Requirements

Legal References: RCW 28A.230.090

High school graduation requirements or equivalencies—High school and beyond plans—Career and college ready graduation requirements and waivers—Reevaluation of graduation requirements—Language requirements—Credit for courses taken before attending high school
Postsecondary credit equivalencies
Model policy and procedure for granting waivers of credit for high school graduation

RCW 28A.345.080

RCW 28A.345.080	Model policy and procedure for granting waivers of credit for high school graduation.
WAC 180-51-068	State subject and credit requirements for high school graduation—Students entering the ninth grade on or after July 1, 2015.
WAC 180-51-050	High school credit—Definition.

Waiver of High School Graduation Credits

A student or his/her parents/guardians may request a waiver of up to two elective credits during his/her year of expected graduation from high school due to the student's circumstances. The superintendent or designee will review each request on a case-by-case basis and use his or her judgment, experience and knowledge of the student to determine whether the circumstances exist to justify the waiver.

A. Request Process

Requests will be made using the district's form made available for this purpose and will include any materials (e.g., letter from the student's licensed physician) that document the student's circumstances. Requests must be received by the superintendent or designee's office no less than thirty days prior to graduation. The superintendent or designee may waive the thirty-day deadline in cases of catastrophic events occurring within thirty days of graduation that have a direct effect on the student or students requesting a waiver.

B. Determination

In determining whether to grant the request for waiver based on a student's circumstances such as those listed in Policy 2418, the superintendent or designee will consider factors such as:

1. Unique limitations directly affecting the student as a result of the unusual circumstances;
2. Whether the unusual circumstances were beyond the student's control;
3. Whether the unusual circumstances compromised the student's ability to learn;
4. The student's efforts to cope with the unusual circumstances;
5. Documentation provided by the student's parents or guardians;
6. Possible discriminatory effects on the student and/or possible disparate impact on a group of students if the waiver is not granted; and
7. Significant decline in the student's academic performance following the occurrence of the unusual circumstances.

In considering whether to grant the waiver, the superintendent or designee may, in his or her discretion, consult with school staff who have knowledge of the student and with any person identified in the application as having knowledge of the student's unique circumstances.

C. Response Process

The superintendent or designee will provide a response to a request for waiver within ten (10) business days. A response granting the waiver will include the number of elective credits that will be waived and notification that completion of the remainder of required credits is required for graduation. A response denying the waiver will state the reason(s) therefore, which may include, but are not limited to the following:

1. The request was received less than thirty days of graduation and does not concern a catastrophic event;
2. The request did not include sufficient information to justify waiver of high school graduation credit; and
3. The request was not based on documented or verifiable events that would justify waiver of high school graduation credit.

The superintendent or designee's decision is final and will only apply to the student's current graduation year.

WAIVER OF HIGH SCHOOL GRADUATION CREDITS / FORM

Application for waiver of up to two elective high school graduation credits based on a student's circumstances

Instructions:

Please review the district's Policy and Procedure 2418 prior to completing this form. This form must be completed, signed and provided to the Superintendent's Office no later than thirty business days prior to high school graduation for the year the waiver is requested.

Providing the completed form does not automatically guarantee a waiver will be granted. Once the application is submitted, the Superintendent or designee will respond to the request within ten (10) business days with his or her decision.

Please attach any and all materials and/or documentation that would establish the existence of the circumstances justifying a waiver (e.g., physician's letter). Please attach additional pages if necessary to the narrative section.

Parents or adult students with limited English proficiency may request that this application and/or the policy and procedure be provided in a language that they understand.

Student Identification (required)

Name of person completing this form:

Relationship to student:

Address of person completing this form:

Daytime phone number:

Student's Name:

Student's ID Number/Date of Birth:

Expected year of graduation:

Basis for Waiver Request (required) (check all that apply):

- Disability (regardless of whether student has an IEP or Section 504 plan)
- Health condition resulting in student's inability to attend class
- Homelessness
- Limited English proficiency

No opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school

Transfer during the last two years of high school from a school with different graduation requirements

Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised the student's ability to learn

Narrative: (required)

Signature and Authorization: (required)

I am requesting that the Superintendent or designee waive _____ (maximum 2) credits required for _____ (*name*) high school graduation in 20____ due to the circumstances indicated above.

I hereby authorize the Superintendent or designee to contact, consult and/or confer with any individual referenced in this application who would have knowledge of my circumstances, except for those subject to a duty of confidentiality.

I hereby certify that the information provided on this application is true and accurate to the best of my knowledge.

Signature of parent or adult student

Date