

## ADMINISTRATIVE PROCEDURE

No. P-2418

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### WAIVER OF HIGH SCHOOL GRADUATION CREDITS

A student, his/her parents/guardians, or school personnel may request a waiver of up to two elective credits during the student's senior year due to the student's circumstances. The building principal 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.

#### Request Process

Requests will be made using the district's form made available for this purpose and may include any materials (e.g., letter from the student's licensed physician) that document the student's circumstances. Requests must be received by the site principal no less than thirty days prior to graduation. The principal 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.

#### Determination

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

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

In considering whether to grant the waiver, the principal 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.

#### Response Process

The principal will provide a response to a request for waiver within ten (10) business days.

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

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