

**Procedure 2410P Exhibit C
Graduation Requirements**

**STUDENT REQUEST FOR WAIVER OF A COURSE REQUIREMENT FOR HIGH SCHOOL
GRADUATION IN THE BELLEVUE SCHOOL DISTRICT**

Date: _____

Name (please PRINT): _____

BSD Student ID#: _____

Address: _____

School: _____

Year of Graduation: _____

Transcript attached (**REQUIRED**): _____

I am requesting that the course: _____ for _____ semester credit(s), a Bellevue School District Graduation requirement be waived because:

Student signature: _____

Parent(s)/Guardian(s) signature: _____

I have seen this form and it's supporting documents. Please consider the following comments/insights in making the decision:

Counselor signature: _____

Date: _____

I support this waiver request

I do not support the waiver request

because:

Principal signature: _____

Date: _____

This request is: granted for _____ semester credit (s)

This request is: denied for the following reason (s):

Director of Teaching and Learning: _____

Date: _____

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STUDENT REQUEST FOR WAIVER OF A COURSE REQUIREMENT FOR HIGH SCHOOL GRADUATION IN THE BELLEVUE SCHOOL DISTRICT

Specific high school course graduation requirements established by the Bellevue School District Policy 2410 (Graduation Requirements) **MAY** be waived for an individual student provided that:

1. That the course is not required by state statute (with the exception of Physical Education).
2. That the waiver, if granted, would exempt the applicant from a requirement, but would not grant credit.
3. That students seeking a waiver for physical education/fitness demonstrates proficiency on the District assessment for the knowledge portion of the fitness requirement.
4. That the student requesting such a waiver follows the process outlined below.
5. That the student possesses significant and compelling reasons to justify approval of a waiver of course requirement.

Process:

1. Student and/or Parent(s)/Guardian(s) completes the *Course Waiver 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 Teaching and Learning**.
4. The form will be uploaded to the student's *Synergy document folder* as approved or denied. If the request is denied, the parent(s)/guardian(s) and/or student will have the **opportunity to appeal to the Executive Director of Schools**. 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 his/her parent may exercise their rights to appeal prior to any privileges being lost.