

**Procedure 2410P Exhibit K  
Graduation Requirements**

**IEP TEAM REQUEST TO SUBSTITUTE CREDIT FOR STUDENT RECEIVING SPECIAL  
EDUCATION SERVICES IN THE BELLEVUE SCHOOL DISTRICT**

Date: \_\_\_\_\_

Name (please PRINT): \_\_\_\_\_

BSD Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

Transcript attached (**REQUIRED**): \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

IEP Team meeting signature page (**REQUIRED**): \_\_\_\_\_

The IEP Team met and determined that the following course(s) should be substituted as indicated below:

Required Course Name and Credit

Substitute Course Name and Credit

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rationale for this request:

Student signature:

Parent(s)/Guardian(s) signature:

IEP Case Manager signature:

This request is:  granted.

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

**Director of Special Education:**

**Date:**

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

1. The credit substitution is determined to be necessary by the student's individualized education program team due to the unique needs resulting from the student's disability.
2. The graduation credit and subject area requirement proposed substitution is comparable content course work as identified in the individualized education plan (IEP).
3. The credit substitution is aligned with the student's High School and Beyond Plan.
4. The student requesting such a waiver follows the process outlined below.

**Process:**

1. IEP Team including Student and/or Parent(s)/Guardian(s) completes the *Substitute Credit for Student Receiving Special Education Services Form*.
2. IEP Case Manager scans the paperwork to the Office of School Support Office at [graduationwaivers@bsd405.org](mailto:graduationwaivers@bsd405.org)
3. The written request will be reviewed and adjudicated by the Director of Special Education.
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 may appeal to the Executive Director of Teaching and Learning.
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.