Attachment A

Superintendent’s Memo No. 098-19

April, 2019

**COMMONWEALTH OF VIRGINIA**

**DEPARTMENT OF EDUCATION**

# 2019 REQUEST FOR WAIVER OF THE VERIFIED CREDIT REQUIREMENTS FOR A STANDARD OR ADVANCED STUDIES DIPLOMA

The [*Regulations Establishing Standards for Accrediting Public Schools in Virginia*](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/), (8 VAC 20-131-5 et seq.) set the minimum standards for graduation from Virginia public schools. 8 VAC 20-131-60.G.1.d., and 8 VAC 20-131-60.G.2.d. of the standards read (in part):

*“Students transferring after 20 instructional hours per course of their senior or twelfth grade year shall be given every opportunity to earn a diploma following the graduation requirements prescribed in*[*8VAC20-131-50*](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section50/)*for students entering prior to the 2021–2022 school year, or following the graduation requirements prescribed in*[*8VAC20-131-51*](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section51/)*for students entering in the 2021–2022 school year or thereafter. If it is not possible for the student to meet the requirements for a diploma, arrangements should be made for the student's previous school to award the diploma. If these arrangements cannot be made, a waiver of the verified unit of credit requirements may be available to the student. The Department of Education may grant such waivers upon request by the local school board in accordance with guidelines prescribed by the board.”*

This form, with the supporting documentation, must be submitted to the Virginia Department of Education by the division Superintendent for review and recommendation to the Board of Education no more than 90 days prior to the student’s anticipated graduation date. A separate package must be submitted for each student for whom a waiver is requested. A copy of the student’s transcript and current Standards of Learning test scores or other relevant test scores, if any, must be submitted with this form.

School Division:

Student’s Name:

School Name:

Date of Initial Enrollment:

Previous School Name and Location:

Date of Contact with Student’s Previous School to Request Diploma:

Documentation of the Contact on File with the Student’s School:      

* Yes:
* No:

Please describe the opportunities made available for the student to earn the required Verified Credit   
**(This section must be completed):**     

Did the student take advantage of each opportunity?

* Yes:
* No:

If no, explain:

Please describe any alternatives considered (if any):

Did the student take end-of-course or other exit examinations at his/her previous school/state?

* Yes:
* No:

If yes, please list the tests and the results:   
  
     

Attach additional sheets or information deemed appropriate.

Date Approved by the Local School Board:      

Signature Chairman of the Local School Board:      

Submission Date Division Superintendent:      

Signature:

School Division Contact’s Name:      

School Division Contact’s Telephone Number and Email Address:      

Questions should be directed to Joseph A. Wharff, Associate Director, Office of Student Services, by email at [Joseph.Wharff@doe. virginia.gov](mailto:Joseph.Wharff@doe.%20virginia.gov), or telephone at (804) 225-3370. This application and supporting documentation must be sent to:

* Joseph A. Wharff, Associate Director  
  Student Services, Floor 20  
  Virginia Department of Education  
  P. O. Box 2120  
  Richmond, Virginia 23218-2120