# Virginia Department of Education Posthumous Waiver Request Form for Transfer Students

The Standards of Quality, [§ 22.1-253.13:4](https://law.lis.virginia.gov/vacode/22.1-253.13:4/). Student achievement and graduation requirements read (in part):

*Provide for the waiver of certain graduation requirements and the subsequent award of a high school diploma (i) upon the Board's initiative, (ii) at the request of a local school board, or (iii) upon the request of the parent of any high school senior who died in good standing prior to graduation during the student's senior year. Such waivers shall be granted only for good cause and shall be considered on a case-by-case basis.*

## Submission Procedures:

This form must be submitted to the Virginia Department of Education (VDOE) by the division Superintendent for review and recommendation to the Board of Education. A separate package must be submitted for each student for whom a waiver is requested.

To protect student information, forms, transcripts, and other documentation **should not be emailed**. The completed form (with required signatures), transcript, and appropriate documentation shall be sent using the [Single Sign-On for Web Systems](https://p1pe.doe.virginia.gov/ssws/login_page.do) (SSWS) drop box to Sarah Bazemore.

**Emailed or incomplete documentation packets cannot be accepted for review by the VDOE Committee, and the waiver request will not be processed.**

## Technical Assistance and Support:

Please contact the Office of Policy with any questions regarding the regulatory requirements for graduation waivers at [Policy@doe.virginia.gov](mailto:policy@doe.virginia.gov), or telephone at (804) 225-2092.

For questions on the submission process or requesting a consultation meeting with VDOE staff, please contact Sarah Bazemore at [Sarah.Bazemore@doe.virginia.gov](mailto:Sarah.Bazemore@doe.virginia.gov) or by telephone at (804)750-8183.

Questions about your SSWS account or help with any problems with the account can be addressed by your local SSWS Account Manager.

They should be your first point of contact. Please refer to the SSWS Instructions located on the [SSWS Login](https://p1pe.doe.virginia.gov/ssws/login.do) webpage for your local contact.

If the local Account Managers are unavailable, the VDOE Data Services office will be able to provide assistance via email at [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov).

## Posthumous Diploma Request Form:

### Student Information:

Last Name:

First Name:

Middle Initial:

### School and Division Information:

High School Name:

Address:

Telephone number:

School Division:

Division Point of Contact:

Email Address:

Superintendent:

Email Address:

Principal:

Email Address:

School Counselor:

Email Address:

### Eligibility Considerations:

At the time of their passing, was the student a senior? Yes  No

Did the student pass away during the current school year? Yes  No

Was the student in good standing to graduate this school year? Yes  No

### Local Education Agency Approval of Waiver Request:

Date Approved by the Local School Board:

Name of Chairman of the Local School Board:

Signature Chairman of the Local School Board:

Date Approved by Local Superintendent:

Name of Superintendent:

Signature of Superintendent:

### Verification of Waiver Request Requirements

Please sign below to verify that that this waiver request is complete, including all signatures, and that you have reviewed the information on page one regarding the posthumous waiver request criteria and submission procedures.

Name of Division Contact Submitting Waiver:

Signature of Division Contact Submitting Waiver:

Date Completed and Submitted to SSWS Dropbox (Sarah Bazemore):

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