Attachment A

Superintendent’s Memo #084-22

April 15, 2022

# VIRGINIA DEPARTMENT OF EDUCATION “GOOD CAUSE” GRADUATION REQUIREMENT WAIVER REQUEST FORM

8VAC20-131-420(B) states, in part:

*B. Waivers of some of the requirements of this chapter may be granted by the board based on submission of a request from the division superintendent and chairman of the local school board. The request shall include documentation of the justification and need for the waiver. In no event shall waivers be granted to the requirements of Part III (8VAC20-131-30 et seq.) of this chapter except that the board may provide for the waiver of certain graduation requirements in 8VAC20-131-50 and 8VAC20-131-51 upon (i) the board's initiative or (ii) the request of a local school board on a case-by-case basis. The board shall develop guidelines for implementing this chapter…*

**Guidance:**

The Board of Education may, upon its own initiative, waive certain graduation requirements in 8VAC20-131-50 or 8VAC20-131-51 by resolution. The resolution shall specify the requirement(s) being waived and, if the waiver is time-limited, when the waiver would expire.

Local school boards may seek a waiver of certain graduation requirements on a case-by-case basis by submitting a request to the Superintendent of Public Instruction, on behalf of the Board, which explains what requirement(s) are requested to be waived and the justification for each requirement(s) requested for waiver.  The justification shall include a statement of the efforts made by the local school board to assist the student to meet the requirement(s) prior to requesting the waiver.  Waiver requests may not be submitted more than 90 days prior to the date the student is expected to graduate and, if possible, at least 15 days prior to graduation.

The local superintendent shall notify the Superintendent of Public Instruction as soon as feasible when there is a situation that could potentially result in a request for a waiver, in order to explore options that might be available to permit the student to graduate without needing a waiver.  The Superintendent may approve the waiver on behalf of the Board and report to the Board waivers that have been granted or denied.

For the purposes of this provision, good cause may include, but not be limited to, a catastrophic, sudden, or debilitating illness or injury suffered by the student late in his high school career or a sudden, unexpected requirement or event that causes the family to relocate to another state where the student is unable to complete graduation requirements either in Virginia or the receiving state.  Requirements that have been approved for a waiver shall be noted on the student’s official academic record (transcript).

In no event shall a waiver be granted that would substantially reduce or diminish the integrity of the diplomas approved by the Board of Education.

## STUDENT INFORMATION:

Last Name:

First Name:

M.I.:

## SCHOOL DIVISION AND SCHOOL INFORMATION:

High School:

Address:

Phone:

Superintendent:

Principal:

School Counselor:

School Division:

Email Address:

Email Address:

Email Address:

## WAIVER REQUEST DETAILS

Which graduation requirement(s) are to be considered for this waiver?

Anticipated Graduation Date:

*For the purposes of this provision, good cause may include, but not be limited to, a catastrophic, sudden, or debilitating illness or injury suffered by the student late in his high school career or a sudden, unexpected requirement or event that causes the family to relocate to another state where the student is unable to complete graduation requirements either in Virginia or the receiving state.* Please explain the circumstances leading up to this waiver request and how they align with the described purpose of the waiver.

What is the justification for each requirement requested for this waiver? *The justification shall include a statement of the efforts made by the local school board to assist the student to meet the requirement(s) prior to requesting the waiver. As well as, an explanation of why this waiver is in the best interest of the student and their postsecondary goals.*

## APPROVAL

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 Division Superintendent:

Name of Superintendent:

Signature of Superintendent:

## SUBMISSION PROCEDURES

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.

Please include the following information in your submission packet:

* Completed Good Cause Waiver Form with all signatures
* Up-to-date Student Transcript
* Student’s testing record
* Optional: Medical record or statement from medical provider
* Optional: Relevant or recent IEP pages or 504 plan

**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 Single Sign-On Web System Dropbox (SSWS) to Sarah Bazemore.**