# Virginia Department of Education “GOOD CAUSE” GRADUATION Requirements 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.

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## STUDENT INFORMATION:

Last Name:

First Name:

Middle Initial:

## SCHOOL DIVISION AND SCHOOL INFORMATION:

High School:

Address:

Phone:

Superintendent:

Principal:

School Counselor:

School Division:

Email Address:

Email Address:

Email Address:

## WAIVER REQUEST

Which graduation requirement(s) are to be considered for this 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.**

## 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 Local Superintendent:

Name of Superintendent:

Signature of Superintendent:

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## SUBMISSION PROCEDURES

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.

This completed form along with the student’s transcript shall be sent to Sarah Bazemore, at [Sarah.Bazemore@doe.virginia.gov](mailto:Sarah.Bazemore@doe.virginia.gov), using Parchment Send.