

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 6000 - INSTRUCTION

COLLEGE AND CAREER READINESS WAIVERS

6146.3 E

APPLICATION FOR A WAIVER

FROM PASSING THE HIGH SCHOOL GRADUATION EXAMINATION

DUE TO LATE ARRIVAL INTO THE ALASKA PUBLIC SCHOOL SYSTEM

State of Alaska regulation 4 AAC 06.773 allows students to request a waiver from passing the High School Graduation Qualifying Examination (HSGQE) if the student arrives late into the Alaska public school system. The student must submit a waiver request to the local school board for consideration. A student who receives a waiver from passing the HSGQE must also meet all other state and school district requirements for graduation in order to receive a high school diploma.

Complete all items below and attach supporting documentation as necessary before submitting this waiver request to the local school board.

Current School District _____ Student's Name _____

Student Ten Digit State ID Number _____

Student's Grade Level _____ Date Enrolled _____
in District _____

Number of semesters remaining (not to exceed 2) _____

Intended Year of Graduation _____

Provided _____

Documentation from current school Enrollment records from current school (School Name): _____

Enrollment date: _____

Documentation from previous out-of-state school Enrollment records from previous out-of-state _____ school (School Name): _____

Enrollment Date: _____

Exit Date: _____

Documentation that verifying student's physical presence in Alaska: _____

~~Indicate type of documentation presented:~~

Transportation (airline tickets, etc.)

~~Lodging receipts (hotels, etc.)~~

Affidavit/certification (signed by relative or
other person who can verify this student's
presence
in Alaska)

FOR SCHOOL BOARD USE ONLY

Signature of Local School Board Authority _____ Date _____

The governing body's decision approving or denying the request for a waiver must be in writing and shall be delivered by registered mail. The governing body shall also provide a copy of the decision to the department. The governing body shall state the reason for its decision in the written decision. In the event that a local school board denies a student's waiver from passing the High School Graduation Qualifying Exam, the student may appeal the denial to the Department of Education & Early Development under 4 AAC 06.780.

APPLICATION FOR AN HSGQE WAIVER

DUE TO A RARE AND UNUSUAL CIRCUMSTANCE

State of Alaska regulation 4 AAC 06.772 and .774 allow a student to request a waiver from passing the High School Graduation Qualifying Examination (HSGQE) if the student suffers a rare and unusual circumstance beyond the control of the student, the student's parents, and the school, and the circumstance is such that no other recourse or remedy exists to address the circumstance before the student's intended year of graduation.

Complete all items below and attach supporting documentation as necessary before submitting this waiver request to the local school board.

Current School District _____ Student's Name _____

Student Ten Digit State ID Number _____

Student's Grade Level _____

Number of semesters remaining (not to exceed 2) _____

Intended Year of Graduation _____

Name of Current School _____

Type of waiver and required documentation:

Check
Below:

Death of the student's parent if the death occurred within the last semester of the student's year of intended graduation. The parent must be a biological parent or legal guardian only. **Required documentation:** Provide documentation indicating the date of the death and that the parent was the natural parent or legal guardian.

A serious or sudden illness that prevents the student from taking the HSGQE, if the illness occurred within the last semester of the student's year of intended graduation. **Required documentation:** Affidavit or certification from the student's treating, licensed medical professional. The licensed professional must state the diagnosed medical condition prevented the student from taking the HSGQE and was beyond the control of the student or the student's parents.

A serious physical injury that prevents the student from taking the HSGQE, if the injury occurred within the last semester of the student's year of intended graduation. **Required documentation:** Affidavit or certification from the student's treating, licensed medical professional. The licensed professional must state the diagnosed medical condition prevented the student from taking the HSGQE and was beyond the control of the student or the student's parents.

~~A disability arising in the student's high school career and the disability arises too late to develop meaningful and valid assessments. The waiver is consistent with~~

~~the student's IEP team recommendations and the Principal/Head Teacher and superintendent support the waiver request. **Required documentation:**~~

~~Documentation must be provided from the student's IEP team that verifies the date on which the disability was determined, information describing why no meaningful or valid alternative assessment could be used, and documentation of support from the school Principal/Head Teacher and district superintendent.~~

~~Type of waiver and required documentation:~~

**Check
Below:**

Death of the student's parent if the death occurred within the last semester of the student's year of intended graduation. The parent must be a biological parent or legal guardian only. **Required documentation:** Provide documentation indicating the date of the death and that the parent was the natural parent or legal guardian.

A significant and uncorrectable system error has occurred, limited to: Test materials lost in transit after exam was administered. **Required documentation:** Provide documentation that verifies that the district mailed the materials, including documentation from the U.S. Postal Service, or from the carrier used to transport the exam materials.

The student's school or district failed to administer the exam. **Required documentation:** No documentation required of the student applicant; the school district can verify this information.

The student was in the 9th grade or higher in the Alaska public school system during the 2002-03 school year, and is a student with a disability covered by IDEA, and the student or student's IEP team relied on advice from the State of Alaska Department of Education & Early Development regarding whether an alternate assessment would lead to a diploma; and the student participated in an alternate assessment prescribed by his or her IEP team. **Required documentation:** Attach supporting documentation from the student's IEP team verifying the above information and verifying the student's participation in the alternate assessment.

Unable to participate in the regular HSCQE due to a disability. This waiver does not exempt the student from passing the exam but from taking the regular HSCQE the student's sophomore year. The student or the student's parent must file a Request for Permission (form #05-05-020) before October 31, of sophomore year or the year in which the student is first enrolled in the state to the local governing body. If the student is granted permission from taking the regular HSCQE, the IEP or 504 team must then apply for an alternative assessment program: modified HSCQE or non-standardized HSCQE. If approval is granted for the Request for Permission and one alternative assessment program, the student or student's parent may apply and submit this waiver in the final semester of the student's year of intended graduation. **Required documentation:** Granted

Request for Permission with all attached evidence, copy of the approved alternative assessment application which was completed by the IEP/504 team and signed by the Department, evidence of proficiency on the alternative assessment (modified or nonstandardized) and any other information required in the Participation Guidelines.

FOR SCHOOL BOARD USE ONLY

Waiver is: Approved: _____ Denied: _____

Signature of Local School Board Authority _____ **Date** _____
The governing body's decision approving or denying the request for a waiver must be in writing and shall be delivered by registered mail. The governing body shall also provide a copy of the decision to the department. The governing body shall state the reason for its decision in the written decision. In the event that a local school board denies a student's waiver from passing the High School Graduation Qualifying Exam, the student may appeal the denial to the Department of Education & Early Development under 4 AAC 06.780.

In the event that a High School Graduation Qualifying Examination waiver is denied by the local school board, State of Alaska regulation 4 AAC 06.780 provides for an appeal to the Alaska Department of Education & Early Development. The appeal must be postmarked no later than 30 days after receipt of the notice of denial from the local school board. The governing body will forward to the Department of Education & Early Development the entire record relating to the student's waiver within 20 days of the appeal.

Student Information:

Current School District	_____
High School Name	_____
Student's Name	_____
Student Ten Digit State ID Number	_____
Student's Address	_____
Student's Phone Number	_____
Student's Grade Level	_____
Intended Year of Graduation	_____

Purpose of Waiver Request Denied by Local Governing Body:

Arriving late into Alaska Public School System (4 AAC 06.773) _____

Rare and Unusual Circumstances (4 AAC 06.774) _____

Statement of grounds for the appeal, including a brief summary explaining how the local school board erred in its decision to deny the waiver. Include additional pages if necessary.

The figure consists of eight horizontal panels, each containing a thick black line and a small gray bar. The gray bar is located at the top of the first panel and at the bottom of the second panel. The thick black line is located in the middle of the first panel and at the bottom of the second panel. The other six panels are empty.

Parent or Student Signature Required: _____

*Send form to the Commissioner of Education & Early Development at PO Box 110500,
Suite
200, Juneau, AK 99811-0500 (Fax 907-465-2900)*

LAKE AND PENINSULA SCHOOL DISTRICT BOARD POLICY MANUAL

07/12