

Instruction

Exhibit - Class Substitution Request ¹

Students in grades 9-12 may satisfy one or more high school courses or graduation requirements by successfully completing related vocational or technical education courses, or a registered apprenticeship program. Students participating in a registered apprenticeship program must be at least 16 years old.

This request for class substitution must be completed by the student’s parent/guardian (or by the student who is at least 18 years of age) and submitted to the Building Principal for approval. Such requests will be kept in the student’s temporary school record in accordance with 23 Ill.Admin.Code §1.445 (as applicable) and Section 4 of the Ill. School Student Records Act (105 ILCS 10/4).

| | |
|--------------------------------------------|-------------------|
| Student Name <i>(please print)</i> | Grade |
| Parent/Guardian Name <i>(please print)</i> | Telephone |
| | Student Birthdate |

| Class Requesting to Substitute | Vocational/Technical Course/Registered Apprenticeship Program Substitute |
|--------------------------------|--------------------------------------------------------------------------|
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|--------------------------------------------------------------|------|
| Student Signature | Date |
| Parent/Guardian Signature <i>(For students under age 18)</i> | Date |

Request for class substitution:

Approved
 Denied

| | |
|--------------------|------|
| Building Principal | Date |
|--------------------|------|

The footnotes should be removed before the material is used.

¹ Optional. But, if offered, it must be included in board policy. 105 ILCS 5/27-61022-05, amended and renumbered by P.A. 104-391; 23 Ill.Admin.Code §1.445; 23 Ill.Admin.Code §255.200. See [sample](#) policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.