

Draft - Waiver for SRCS Graduation Requirements for the Class of 2022

***This waiver may only be used for students who will be graduating with the class of 2022. This waiver for the class of 2022 expires in June 2022 and only applies to the disciplines of Math and/or Language Other than English (LOTE).**

Definition:

A waiver is a process that intentionally excuses a student from specific graduation requirements based on certain factors. By waiving Math and/or LOTE course(s), students will remain on track toward graduating with a Santa Rosa City Schools diploma; however by utilizing a waiver, students will not be eligible to apply directly to a CSU or UC college because the “a-g” requirements have not been fulfilled. A waiver is initiated by specific paperwork that must be completed by a student, the student’s guardian, and school personnel.

Math Waiver Consideration:

Please note: waivers for math courses **DO NOT** exempt the student from the two-year California Department of Education (CDE) mathematics requirement (20 credits). Students still must earn 20 math credits to graduate from SRCS.

This waiver only exempts a student from one year of the three years of the SRCS math requirement for graduation.

Determine which of the following considerations apply:

Fall 2020

- ☐ Did not pass Math 1P two or more times (4 semesters)
- ☐ Did not pass Math 1P (2 semesters in 9th grade) and Math 2P (2 semesters in 10th grade)

Fall 2021

- ☐ Has passed Math 1P (2 semesters) but did not pass **Math-2P** a second year of math (2 semesters)

Language Other than English (LOTE) Consideration:

Please note: waivers for LOTE **DO NOT** exempt the student from the one-year California Department of Education (CDE) LOTE requirement (10 credits). Students still must earn 10 credits to graduate from SRCS.

This waiver only exempts a student from one year of the two years of the same language of LOTE that SRCS requires for graduation.

Determine if the following consideration applies:

Fall 2021

- ☐ Did not pass 2nd year of a LOTE (2 semesters)

***District personnel should follow each step of the process below. As each step is completed, the appropriately named party should check off that step of the process ~~to ensure it is complete.~~ before providing this complete document (the instructions, action steps, and signature page) to the next employee.**

- ☐ Counselors ~~run a report in June and August~~ utilize transcript evaluation in June and August, ~~if not earlier in the previous Spring,~~ to determine students who meet the criteria for math and/or LOTE waiver ~~(along with SIS reports for students with F's).~~
- ☐ Counselors ensure each student is enrolled in the appropriate math and/or LOTE.
 - ☐ Math - Counselors must enroll students in math both their junior and senior year. If the student fails math the junior year, counselors must enroll the student in summer school math.
 - ☐ LOTE - Counselors do not need to enroll a student in LOTE in his/her senior year if they have completed one year of LOTE.
- ☐ Counselors convene a meeting before the first Interim Progress Report ~~in Quarter #1~~ with the waiver eligible student and parent/guardian, and discuss graduation requirements, "a-g" completion, and the waiver. The counselor, student, and parent/guardian sign the waiver document on page 3.
- ☐ Counselors send the signed waiver documents to the school-site Tier 2 team leader (default person is the school principal) for the Tier 2 team to review. ~~and approve.~~

- ☐ Principal signs the waivers after approval by the school-site Tier 2 team.
- ☐ Principal will inform the Vice Principal about waiver approval and give him/her the waivers.
- ☐ Vice Principal will work with the appropriate counselor to notify parent/guardian **if a student waiver is denied (skip this step if not applicable).** ~~Denials will only occur if an error has been made and the student is not eligible for the waiver.~~
 - ☐ Date communicated with student: _____
 - ☐ Method of Communication with Parent/Guardian _____ Date _____
- ☐ Vice Principal must inform the site Registrar of waiver approval.

- ~~☐ Registrar will document all waiver approvals in the Student Information System (SIS), make 2 sets of copies of the waivers (one for the Vice Principal and one for the SAFS office), and place the original waiver copies in student CUM Files.~~
- ☐ Registrar must document waiver approval in the Student Information System (SIS). In the SIS, the Registrar will make a note under Student Comments/Academic Intervention/Miscellaneous using this exact language: **Graduating in 2022 with an approved waiver for one year less of math and/or one year less of LOTE.**
- ☐ Registrar makes a tag/comment on the transcript in the SIS regarding the waiver for math and/or LOTE.
- ☐ Registrar ~~sends 1 of the 2 sets of waiver copies to the Assistant Superintendent of Student and Family Services (SAFS).~~ makes 2 sets of copies, gives one to the VP, and sends one to the Assistant Superintendent of Student and Family Services (SAFS). The original waiver copy is placed in the student CUM.

☐ ~~The~~ Registrar ~~will~~ sign ~~s~~ below when all steps are completed.

Registrar: _____ Date: _____



High School Graduation Requirement for Class of 2022 Request for Waiver

I petition that my student, _____, at _____ (name of school), be allowed to graduate with two years of math and/or one year of LOTE. I understand that this means my student is not eligible to transfer directly from high school to the University of California/California State University (UC/CSU) due to “a-g” admissions criteria. However, my student may still attend a junior college, other colleges outside the UC/CSU system, or other vocational institutions.

Course of Study to be waived (check all that apply)

- ☐ Math
- ☐ Language other than English

Parent/Guardian Signature

Date

Student Signature

Student ID #

Date

By signing, the counselor is acknowledging having met with the parent and student in person and presenting information regarding SRCS graduation requirements, this waiver, and all of its implications.

Counselor Signature: _____ Date: _____

MTSS Tier 2 Team ~~Representative~~ Administrator (or designee):

_____ Date: _____

Principal's Approval: _____ Date: _____