

**Kelso School District**  
**Application for Exception to Board Policy 2410**

Student's name: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date of birth: \_\_\_\_\_

We would like to request an exception to Board Policy 2410 so that the above named student can participate (walk) in the graduation exercises in June. We understand that this student is not eligible for a Kelso High School diploma at this time. It is our expectation that this student will return to Kelso High School to finish his/her program and that a diploma will be issued when the program is completed.

**Plan for completion of Kelso High School program:**

The student/family must identify a plan for this student to complete his/her program at Kelso High School. This plan must have the signature of an administrator from Kelso High School to verify that it is a workable plan. For special education students the IEP or transition plan could fulfill this request (please attach a copy—see #3 below).

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\_\_\_\_\_  
Administrator

**Criteria for consideration for exception:**

One or more of the following must apply for a student to be considered.

Please check one:

- 1. Serious health issue
- 2. Unusual circumstances
- 3. Special education student with a Transition to Work Plan to be completed
- 4. Unable to meet assessment requirements

1. Health issue: Please explain. \_\_\_\_\_

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2. Unusual circumstances: Please explain. \_\_\_\_\_

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3. Special education students must provide the following:

Date of current IEP: \_\_\_\_\_

Attach transition plan from current IEP.

Statement from IEP committee as to current progress toward goals.

Date of proposed diploma requirement completion or IEP requirement completion: \_\_\_\_\_

Date of enrollment in Kelso Schools: \_\_\_\_\_

4. Student unable to meet the State's assessment requirements must provide the following:

a. Student was enrolled as a student in the Kelso School District by the end of first semester of graduating year? \_\_\_Yes \_\_\_No

b. Student is on track to earn the required 26 credits required for graduation? \_\_\_Yes \_\_\_No

c. Student has completed the Culminating Project and High School and Beyond Plan? \_\_\_Yes \_\_\_No

c. Please provide your high school assessment scores and retake scores

Math - \_\_\_\_\_

Reading/Writing - \_\_\_\_\_

Science - \_\_\_\_\_

d. Please describe the state alternative assessments, remediation classes, and/or interventions satisfactorily participated in to complete the graduation requirement options.

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e. The student plans to complete the following course of action for completing either graduation requirements. Please check all that apply.

- Enroll in Summer remediation classes
- Take the summer retake exam
- Enroll in an education program in the Fall designed to complete graduation requirements
- Other (please specify) \_\_\_\_\_

f. Signature of student's counselor is required to verify the above information for exception students

\_\_\_\_\_  
Counselor

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Board Action:     Approved         Not Approved        Date \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

**Kelso School District**  
**Application for Exception to Board Policy 2410 Guidelines**

Guidelines for requesting participation in graduation without receiving a diploma.

- A. Applications will not be accepted prior to issuing of first semester grades for the current academic year.
- B. The board will consider applications using the following timeline:
  - 1. For special education students, students with serious health issues, and unusual circumstances, applications must be submitted by April 15<sup>th</sup>.
  - 2. For students unable to meet the state graduation requirement, applications must be submitted by June 1<sup>st</sup>.
- C. The student must meet one of the following criteria:
  - 1. Serious health issue
  - 2. Unusual circumstances
  - 3. Special education student with a Transition to Work Plan to be completed
- D. For students petitioning the School Board to participate in the graduation ceremony due to **NOT** earning the necessary graduation requirements, the following criteria must be met and addressed prior to submitting an application for exception to the board:
  - 1. Only students enrolled as a student within the Kelso School District by the end of first semester are eligible to apply for participation exception;
  - 2. The student must have been in regular attendance and be on track to complete the required 26 credits for graduation;
  - 3. The students must have completed a culminating project and high school and beyond plan;
  - 4. The student must be able to demonstrate that they have satisfactorily attempted to complete the alternative assessments or taken advantage of remediation classes/interventions intended to improve the student's ability to pass the state assessment or one of its alternatives. Teacher, counselor, or building administrator verification will be required;
  - 5. The student must be able to document a plan of action to meet the graduation requirements following the graduation ceremony in order to earn a diploma. This assurance and plan may include enrolling in summer remediation classes, taking the summer exam, and enrolling in an educational program in the Fall designed for completing graduation requirements; and,

6. Applications shall be submitted 2 weeks prior to the school board hearing date. The hearing date shall be the Monday prior to the graduation ceremony.

Applications may be obtained from (and returned to) the Superintendent's Office of the Kelso School District at 601 Crawford. Phone: 501-1927

Revised: January 28, 2008  
Revised: May 31, 2013  
Revised: April 2015