

PROCEDURE TO FOLLOW IN REQUESTING A VARIANCE TO THE GRADUATION REQUIREMENTS

A variance in the graduation requirements may be authorized by the principal. A variance request form shall be completed and processed according to the following steps.

Student and Parent

1. Obtain request form from Guidance Office.
2. Discuss request with counselor.
3. Complete student portion of the form.
4. Review request with parent and have parent complete parent portion of form.
5. Return completed form to counselor.

Counselor

6. Review request in light of counselor's knowledge of the student and the student's future plans.
7. If necessary, confer with student and parent.
8. Complete counselor's portion of form and submit to principal.

Principal

9. Review request and make decision.
10. Return completed form to counselor.

Counselor

11. Notify student of decision.