# Virginia Department of Education VERIFIED UNIT OF CREDIT waiver request form FOR TRANSFER STUDENTS

The *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, (8 VAC 20-131-5 et seq.) set the minimum standards for graduation from Virginia public schools. 8 VAC 20-131-60.G.1.d., and 8 VAC 20-131-60.G.2.d. of the standards read (in part):

*“Students transferring after 20 instructional hours per course of their senior or twelfth grade year shall be given every opportunity to earn a diploma following the graduation requirements prescribed in 8VAC20-131-50 for students entering prior to the 2021–2022 school year, or following the graduation requirements prescribed in 8VAC20-131-51 for students entering in the 2021–2022 school year or thereafter. If it is not possible for the student to meet the requirements for a diploma, arrangements should be made for the student's previous school to award the diploma. If these arrangements cannot be made, a waiver of the verified unit of credit requirements may be available to the student. The Department of Education may grant such waivers upon request by the local school board in accordance with guidelines prescribed by the board.”*

This form, with the supporting documentation, must be submitted to the Virginia Department of Education by the division Superintendent for review and recommendation to the Board of Education no more than 90 days prior to the student’s anticipated graduation date. A separate package must be submitted for each student for whom a waiver is requested. A copy of the student’s transcript and current Standards of Learning test scores or other relevant test scores, if any, must be submitted with this form.

## STUDENT INFORMATION:

Last Name:

First Name:

M.I.:

## SCHOOL DIVISION AND SCHOOL INFORMATION:

High School:

Address:

Phone:

Superintendent:

Principal:

School Division:

Email Address:

Email Address:

School Counselor:

Email Address:

Previous School Name:

Previous School Location:

Date of Initial Enrollment:

## WAIVER REQUEST DETAILS

What verified credits shall be considered for this waiver?

Anticipated Graduation Date:

## DOCUMENTATION OF ALTERNATIVE EFFORTS

When was the previous school contacted to request a diploma? What was the response and rationale for refusal from the previous school?

Please describe the opportunities made available for the student to earn the required verified credit  
**(This section must be completed):**

Did the student take advantage of each opportunity?   
Yes: ☐ No: ☐

If no, explain:

Please describe any alternatives considered (if any):

Did the student take end-of-course or other exit examinations at his/her previous school/state?  
Yes: ☐ No: ☐

If yes, please list the tests and the results:

## APPROVAL

Date Approved by the Local School Board:

Name of Chairman of the Local School Board:

Signature Chairman of the Local School Board:

Date Approved by Local Superintendent:

Name of Superintendent:

Signature of Superintendent:

## SUBMISSION PROCEDURES

This form, with the supporting documentation, must be submitted to the Virginia Department of Education by the division Superintendent for review and recommendation to the Board of Education no more than 90 days prior to the student’s anticipated graduation date. A separate package must be submitted for each student for whom a waiver is requested.

**To protect student information, forms, transcripts, and other documentation should NOT be emailed. This completed form (with required signatures), a copy of the student’s transcript, and current Standards of Learning test scores or other relevant test scores, if any, must be submitted using Single Sign-On Web System Dropbox (SSWS) to Sarah Bazemore.**