



2023 Emergency Waiver Graduation Requirement Process

APPLICATION

An application can be started in one of three ways:

1. A student can request a waiver application.
2. A counselor can call a student to discuss the possibility of a waiver application.
3. An MSD staff member can request an application and share with a student.

Once the student has the application, they can work on the application with staff member support as requested.

When completed, the student will submit a signed application to the MHS office.

The signed application will first be reviewed by the MHS Principal and the student's counselor. The principal and counselor will:

- Check the accuracy of information presented
- Provide additional information to share with the panel

The application and supporting materials will be sent to the MSD Graduation Waiver Panel for a decision.

The panel will communicate to student whether or not the emergency graduation waiver will be granted.

- If approved – the decision will be communicated to the registrar. The registrar will update the transcript and file/record the decision in student file
- If not approved – the student will have option to appeal directly to panel. The student will need to request an appeal of the decision in writing to the principal within three working days of the panel's decision.

APPEAL

The principal will communicate the date/time for the student/family to meet with the panel.

The student/family will present directly to the panel.

The panel will communicate their decision to the student.

- If approved – the decision will be communicated to the registrar. The registrar will update the transcript and file/record the decision in student file
- If not approved – the student will have option to appeal directly to superintendent. The student will need to request an appeal of the decision in writing to the superintendent within three working days of the panel's decision.

TIMELINE

Applications will not be reviewed until the after the last day of school.

All waivers must be approved by August 31, 2023

Waivers will be reviewed by a district panel three times this summer (mid June after school is out, mid-July and early August) to accommodate students participating in online classes, running start and summer school.