



**FERNDALE PUBLIC SCHOOLS**

**Request for Exceptions to Graduation Requirements**

*Parents/Guardians: Return this completed request form and attachments to the Superintendent's Office, Harding Administration Center, 2920 Burdette, Ferndale, MI 48220*

Requests for exceptions to Ferndale Public Schools' graduation requirements must be made in writing to the Superintendent or his/her designee. Requests will be considered on a case-by-case basis for students graduating prior to 2011. Note: The government course is a state requirement which may not be waived.

Students requesting exceptions must complete this form, plus a written statement describing the reason for the requested exception. This written statement must be written by the student and be attached to this form.

Once a request is received, the Superintendent will:

1. Forward the request for exception and related information to the high school Principal for review and recommendation.
2. The Principal will review the request as follows:
  - Meet with the student to discuss his/her request for exception.
  - Consider the academic achievement and courses taken by the student.
  - Consider any other extenuating circumstances deemed appropriate by the principal
3. Within 14 days of the request for review, the Principal will forward a written recommendation to the Superintendent.
4. Within 14 days of receiving the Principal's recommendation, the Superintendent will render a final decision in writing regarding the request.
5. Documentation of the request for exception and related decision regarding the request will be noted in the student's CA60 and on the student's transcript.

Student's Name	Address	Birthdate
School	Grade	Counselor
Print Name of Parent/Guardian	Daytime Phone	Date Requested

**Brief Description of Exception Requested**

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**Signatures of Student and Parents/Guardians (if student is a minor)**

Signature of Student	Date
Signature of Parent/Guardian	Date

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**Recommendation of High School Principal**

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**Signature of High School Principal**                      \_\_\_\_\_  Recommended  Denied  
**Date**

**Comments**

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**Decision of the Superintendent**

The decision of the Superintendent is final and it not subject to appeal by the Board of Education.

\_\_\_\_\_  
**Signature of Ferndale Schools Superintendent**                      \_\_\_\_\_  Approved  Denied  
**Date**

**Comments**

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Copies to:  CA60  Building Principal  Superintendent's Office  Notation on Transcript

**Please contact the Superintendent's Office  
if you have any questions at 248/586-8652.**

December 2007