

Graduation Requirements Emergency Waiver Procedure

Board Resolution- Adopted April 25, 2024

In order to be approved by OSPI to grant graduation requirement emergency waivers (GREW) to individual students, **Whatcom Intergenerational High School certifies it will administer the emergency waiver in accordance with program rules as stated in [WAC 180-111](#).**

The WIHS School Board adopted by resolution a plan that describes the school's process for granting and declining emergency waivers for students as outlined below.

Process	Description
Process for school staff to initiate an emergency waiver	School staff will submit emergency waiver request via MTSS referral form <ul style="list-style-type: none">• In-take forms are reviewed weekly• Waiver request meeting will be scheduled within 1 week of intake form
Process for student/family to initiate an emergency waiver	Students/Family can initiate an emergency waiver request by contacting the Office Manager, SPED Teacher, or other classroom teachers via: <ul style="list-style-type: none">• In-person meeting• Phone call or text• Email Staff member will then submit the MTSS referral form
Procedures for approval <ul style="list-style-type: none">• Evaluation team to include: MTSS Lead, SPED Staff, and Director of Education• Team will meet as applicable to review emergency waiver requests	In accordance with WAC 180-111 , the school shall: <ul style="list-style-type: none">• Consider using their existing authority to waive credits before granting waivers under the GREW program;• Review the individual student's completed and planned coursework and determine that the student was reasonably expected to graduate;• Demonstrate a good faith effort to help the individual student complete coursework, address credit deficiencies, and meet core course and graduation pathway requirements through other options that align with their HS & Beyond Plan;• Review transcripts, grades, courses completed, attendance, and post-graduation goals Students/Family will be notified of approval or denial within 1 week of the waiver request meeting by email and/or letter.
Student/Family appeals process	Students/Family may appeal the decision in writing to the Director of Education, and provide any additional information to be considered. <ul style="list-style-type: none">• The school will reply within 3 business days confirming receipt of the appeal request• The school will assemble secondary review team and any additional data in alignment with the secondary review procedures outlined below• Family will be notified in writing of final decision within one week of the completed review If further appeal is requested, family can submit written request to WIHS Board President upon completion of all prior steps

<p>School process for secondary review of declined waivers</p>	<ul style="list-style-type: none"> Declined waivers will be reviewed once per month by an extended WIHS team that includes: Director of Education, SPED/504 Coordinator, MTSS Lead, and Director of Operations <ul style="list-style-type: none"> Optional attendees include: counselor, nurse, office manager, registrar, and all teaching staff All of the information from the initial decision will be reviewed, along with any new data Final decision will be emailed and mailed to parents within one week of secondary review
<p>Culturally responsive ways of communication with students and families</p>	<p>WIHS is committed to clear and consistent communication with all students and families.</p> <ul style="list-style-type: none"> The school shall consult with the individual student, and make a reasonable effort to consult with family of the student; The school shall make a reasonable effort to provide information about this emergency waiver in the student/family's home language; The school district shall ensure equity in administering the emergency waiver <p>WIHS is committed to clear and consistent communication with all students and families. Culturally responsive ways of communication include:</p> <ul style="list-style-type: none"> Frequent communication using a wide variety of formats to best accommodate families Translate materials as applicable, and provide a translator as needed Partner with community members and Elders to assist with family outreach Provide clear and consistent information around the process and outcome for the student

Graduation Requirements Emergency Waiver

Student Name:	
Date of Referral:	Referred By:
Date of Meeting:	
Items Reviewed (Select all that apply): <input type="checkbox"/> Current Classes <input type="checkbox"/> Transcript and Report Cards <input type="checkbox"/> Recent Coursework <input type="checkbox"/> Graduation Pathway <input type="checkbox"/> HS & Beyond Plan <input type="checkbox"/> Attendance <input type="checkbox"/> IEP/504 <input type="checkbox"/> Behavior	Other Information for Consideration:
Review Team:	
Notes:	
Date:	
Waiver: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason for Denial (if applicable):
Signatures: Title:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Received by Office: Date of Family Notification:	
Name: _____ Date: _____	