

A letter to the principal from the parent and a letter from the student stating the reason why the student is requesting to graduate a year early is required. The two letters and this 2 page form need to be submitted to [stokofsky@bcps.org](mailto:stokofsky@bcps.org) all together.

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## Graduation Requirements Checklist for Waiver of the Fourth Year of Attendance

Student and parent(s)/guardian(s) please sign below for any waiver option. The School Counselor will complete the rest of this form.

### Courses/credits still needed for graduation

All graduation credit/course requirements have been met.

The following credits must still be earned:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Service Learning Hours:

Completed

Hours still needed \_\_\_\_\_

### HSAs

Biology Passed Score \_\_\_\_\_

Algebra/Data Analysis Passed Score \_\_\_\_\_

American Government Passed Score \_\_\_\_\_

English 10 Passed Score \_\_\_\_\_

Other: \_\_\_\_\_ Combined Score \_\_\_\_\_ Project

Comments \_\_\_\_\_

Counselor's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Directions: To be awarded the Maryland High School Diploma, a student shall earn a minimum of 21 credits, pass all required competency assessments, and accrue 75 hours of service learning. Waivers are available to students on a limited and approved basis and each request is considered individually. Students applying for a waiver should submit a letter from themselves and their parent(s)/guardian(s) along with the additional information requested in Part I to the principal of the school for a recommendation. (Students may review progress toward graduation requirements with their school counselor.) A copy of this form is to be placed in the student's record.

Part I: To be completed by the student

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Home phone \_\_\_\_\_

Home address \_\_\_\_\_

Reason for requesting waiver:

Full-time waiver of entire fourth year - All high school graduation requirements completed three years after Grade 8. BCPS diploma awarded after the third year of high school. The application for full-time waiver of the fourth year should be submitted during the registration process of the sophomore year.

Full-time waiver for early college admission - Acceptance to an accredited college or an approved career/technology school or other post-secondary program following three years of attendance in high school. State competency assessments and service learning requirements must be completed before the start of the college program. A plan to complete all needed high school credits must be included in this request for waiver. Approved courses required for BCPS graduation taken at the college will be credited to the student following successful completion of the first year of college. At the conclusion of a full year of study (generally 24 credits), a written request for a diploma and a transcript from the post-secondary institution should be submitted to the high school principal. The application for waiver for full-time status for early college admission should be submitted during the registration process of the junior year.

Other - Baltimore County Public School/College - This alternative for structuring programs is permitted for individuals or groups of students to fulfill graduation requirements at the college. An alternative plan may include a waiver of the fourth year if all credits, competency assessments, and service learning requirements are met, and if the local superintendent or designee determines that this waiver is in the best interest of the student(s). Consideration for and implementation of these alternative programs are done on a case-by-case basis. This application should be submitted during the registration process of the junior year.

Partial attendance waiver - Partial waiver of the fourth year of attendance - Schools using a block scheduling format may be able to offer seniors the option of completing all graduation requirements during the first semester of the year. Schools using other scheduling modes may be able to offer seniors the option of completing all graduation requirements in the first half of the school day. To be considered for this option, students must have completed all state competency assessments and service learning requirements before the start of their senior year. This application should be submitted during the registration process of the junior year.

Part II: I confirm that I completed HSA testing and the Service Learning requirement. I understand that this waiver will affect my rank in class and honor roll status.

Student's signature and date \_\_\_\_\_ Parent's/Guardian's signature and date \_\_\_\_\_

Part III:  
Principal's recommendation  Approved  Not approved

Principal's signature and date \_\_\_\_\_