

**Kimberly High School  
2413F  
Request to Substitute a Graduation Requirement**

**To:** \_\_\_\_\_

**Initiated by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student** *(Print):*

Last Name	First Name	Grade Level

**Courses** *(Print):*

Required KHS Class	Credits	College class to be used as a Substitute	Credits	Dept. Head Initials if Approved	Curriculum Director Initials if Approved	KHS Administrator Initials if Approved
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**Approval/Denial Reason:**

#
#
#
#
#

**Comments:**

**Approved By**

Dept. Head's Name (print): \_\_\_\_\_  
 Curriculum Director's Name (print): \_\_\_\_\_

## Kimberly High School – Purpose, Description and Process

### COURSE SUBSTITUTION

A course substitution takes place when a required KHS course is substituted with a college course that meets the content of a graduation requirement. A description of the course must be submitted to show how it meets the content of the required KHS course. This documentation must be attached to the form.

### PROCESS

1. A student wishing to petition for a **Request to Substitute** should gather sufficient documentation and justification to support a course substitution.  
Documentation may include but is not limited to:
  - Course Outline of Record or
  - Course Syllabus or
  - Catalog Course Description from corresponding year and
  - Explanation of the substitution.
2. The student should complete the Request to Substitute form with a counselor. Once the form and the appropriate documentation is attached, the counselor will route the form and attachments to the Building Academic Team, consisting of the Department Head, District Curriculum Director, and Building Administrator for review.
3. The Building Academic Team will review the form and supporting documentation and will approve or deny the request and state the reason(s) for that decision.
4. Upon review completion, the Counselor will notify the student in writing of the decision to accept or reject the substitution.