

Instruction**Exhibit – Class Substitution Request**

Students in grades 9-12 may satisfy one or more high school courses or graduation requirements by successfully completing related vocational or technical education courses.

This request for class substitution must be completed by the student's parent/guardian (or by the student who is at least 18 years of age) and submitted to the Building Principal for approval. Such requests will be kept in the student's temporary school record in accordance with 23 Ill.Admin.Code §1.445 and Section 4 of the Illinois School Student Records Act (105 ILCS 10/4).

_____ Student Name (<i>please print</i>)		_____ Grade
_____ Parent/Guardian Name (<i>please print</i>)	_____ Telephone	_____ Student Birth Date

Class Requesting to Substitute	Vocational/Technical Course Substitute

_____ Student's Signature	_____ Date
_____ Parent/Guardian's Signature (<i>For students under age 18</i>)	_____ Date

Request for class substitution: ☐ **Approved**
 ☐ **Denied**

_____ Building Principal	_____ Date
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Revised: January 2013
 October 23, 2017

