

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Student Services Office
 Counseling and Guidance Department
EXEMPTION REQUEST

| | | | | | |
|----------------------------|--|-------------------|---------------------|----------------------|--------------------|
| Student's Name _____ | | Ethnic Code _____ | Sex M _____ F _____ | Grade _____ | Age _____ |
| (Last) _____ (First) _____ | | Birth Date _____ | | | |
| Parent/Guardian _____ | | School _____ | VEEP _____ | Enrolled _____ | Yes _____ No _____ |
| Address _____ | | City _____ | Zip Code _____ | Magnet _____ | Yes _____ No _____ |
| | | | | Business Phone _____ | |
| | | | | Home Phone _____ | |

DURATION OF EXEMPTION: Must be renewed annually.

REASON FOR EXEMPTION: **Exemption may not be used as punishment for misbehavior or truancy.** (Please be specific)

*See District Procedure No. 6185 for criteria.

DOCUMENTATION REQUIRED FOR ALL STUDENTS: **include transcripts, discipline history and Special Ed screen.**

EFFORTS BY SCHOOL AND/OR GUIDANCE TO ASSIST PARENT/GUARDIAN AND STUDENT

Check all applicable boxes:

- | | |
|-------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> 1. Pupil Conferences | <input type="checkbox"/> 4. Program Changes |
| <input type="checkbox"/> 2. Parent Conferences | <input type="checkbox"/> 5. Career/Vocational Counseling |
| <input type="checkbox"/> 3. Teacher Conferences | <input type="checkbox"/> 6. Other _____ |

SAN DIEGO COMMUNITY COLLEGE DISTRICT CONTINUING EDUCATION PLACEMENT

Requested Site (check appropriate site):

- ECC Centre City Skills Center Cesar Chavez Mid-City North City West City

PARENT/GUARDIAN PERMISSION (For students under 18 years of age)

Please be aware that the San Diego Community College District has been advised by County Council that the Federal Privacy Act prohibits the release of student information (including enrollment and/or attendance information) on any student enrolled in higher education, IRRESPECTIVE OF THE STUDENT'S AGE. This means SDCCD may not release ANY information to parents of a minor child WITHOUT THAT CHILD'S WRITTEN PERMISSION.

REQUIRED SIGNATURES

SAN DIEGO UNIFIED SCHOOL DISTRICT

| | |
|--------------------------|---------------|
| _____ Parent/Guardian | _____ Date |
| _____ Principal | _____ Date |
| _____ Counselor | _____ Date |

| | |
|--------------------------------------------------|-----------------------|
| _____ Authorized Signature (Student Services) | _____ Date |
| _____ Approved | _____ Not Approved |
| Exemption Letter Mailed to Parent/Guardian: | |
| Date: _____ | By: _____ |

*An Exemption is an agreement between the parent/guardian and the district. The student will be reinstated in school at any time upon the request of the parent/guardian.

FAX Exemption with transcripts to 619-725-7319.

Mail originals to the Counseling and Guidance Department, Education Center, Annex 12, Attn: Melissa Janak (619-725-7330).