

Provo City School District
Policy Series 4000: Curriculum, Instruction & Assessment



4410 F4

Graduation and Related Requirements: Request to Modify Diploma Requirements

In order to request a change or modification to diploma requirements, complete and submit this form and any supporting documents to your school counselor. In accordance with **Procedure 4410 P5**, the school's Graduation Committee will review your request and make a final decision.

Student Name: _____ Graduation Year: _____

Counselor's Name: _____

Requested Course and Credit Change: _____

Please attach the following items to this form:

- A copy of your transcript
- Your graduation plan including all classes to be taken during each of the remaining semesters.
- A letter written by you and co-signed by your parent/guardian explaining the reason for your request.
- A letter from a physician (if applicable).

I understand that the school's Graduation Committee may accept or deny my request to modify diploma requirements.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Counselor signature: _____ Date: _____

Graduation Committee Decision (circle):	Approved	Denied
Committee Response:		
Committee signatures:		
_____	_____	_____
Administrator	Counselor	
_____	_____	_____
Administrator	Teacher	

Approved: February 5, 2018