INSTRUCTION

Exhibit – Class Substitution Request

Students in grades 9-12 may satisfy one or more high school courses, including physical education, 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 (please print) ____________________________ Grade ____________________________

Parent/Guardian Name (please print) ____________________________ Telephone ____________________________ Student Birth date ____________________________

<table>
<thead>
<tr>
<th>Class Requesting to Substitute</th>
<th>Vocational/Technical Course Substitute</th>
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Student Signature ____________________________ Date ____________________________

Parent/Guardian Signature (For students under Age 18) ____________________________ Date ____________________________

Request for class substitution: ☐ Approved ☐ Denied

Building Principal ____________________________ Date ____________________________

Adopted 07-16-07
Revised 10-16-17