



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6185

PAGE: 1 OF 4

CATEGORY: **Students, Exclusions and Exemptions**

EFFECTIVE: **1-29-62**

SUBJECT: **Exemptions From Compulsory Full-time and Continuation Education**

REVISED: **3-02-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing exemption of students six to eighteen years of age subject to compulsory education under Education Code Section 48200, and students sixteen to eighteen years of age subject to compulsory continuation education under Education Code Section 48400.

2. **Related Procedures:**

Exclusions	6180
Expulsion	6295
Certificates of proficiency	4790
Adult education programs	4400
Enrollment of minors in community college	
adult education classes	4405
High School Diploma Program	4410
Release of student information	6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-6000, F-8400, H-4000; Education Code Sections 48200, 48220-48231, 48400, 48402, 48410-48414; Family Code 7050.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Institute for Learning.

2. **Definition. Exemption:** An exception for students from the statutory requirements to attend a public, full-time day school. The compulsory education law states that all persons between the ages of six and eighteen are subject to compulsory full-time education or continuation education unless they are exempt from that requirement under the Education Code. Students aged sixteen to eighteen are exempt from that requirement if they meet specified criteria (see C.3.b.). Exemption is a nondisciplinary action, not to be used as punishment for truancy or misbehavior.

3. **Criteria for Exemption**

a. **Children six through eighteen years of age** are exempt from compulsory full-time instruction if they:

- (1) Attend a recognized private full-time day school (Education Code Section 48222).
 - (2) Are instructed by a private tutor holding a valid California credential for the grade(s) taught (Education Code Section 48224).
 - (3) Are between the ages of twelve and eighteen and enter a school attendance area from another state within ten days before the end of the school term (Education Code Section 48231).
 - (4) Are fifteen years of age or older and take a district-approved leave of absence for the purpose of supervised travel, study, or training (Education Code Section 48232).
- b. **Persons sixteen to eighteen year of age who are not attending a full-time public day school** and who are not exempt from the requirement to attend full-time public school must attend continuation classes. Students sixteen to eighteen years of age are exempted from continuation classes for any reason under C.3.a. or if they are:
- (1) Graduated from a high school maintaining a four-year course above eighth grade or had an equal amount of education in a private school or by a private tutor.
 - (2) In attendance at a public or private full-time day school or satisfactory part-time classes maintained by other agencies.
 - (3) Required to provide personal services to dependents.
 - (4) Satisfactorily attending a Regional Occupational Program or center. For Special Education students, the "Exemption Report" (E.1) must be accompanied by the students' IEPs and/or ITPs for approval.
 - (5) Satisfactorily attending adult education programs (Procedure 4410). For Special Education students, the "Exemption Report" must be accompanied by the students' IEPs and/or ITPs for approval.
- c. **Children sixteen to eighteen years old** who have passed the California High School Proficiency Examination (CHSPE) may be exempted from compulsory school attendance if they have verified approval from their parent or guardian (Procedure 4790).

4. **Duration.** Exemptions must be reviewed annually.

D. IMPLEMENTATION

1. **Principal or Designee**

- a. Initiates exemption procedure by referring to district counselor.
- b. Cooperates with district counselor in making study and collecting information.

2. **District Counselor—Comprehensive School**

- a. If exemption is to be initiated under C.3.a., processes exemption and forwards to the Counseling and Guidance Department.
- b. If student is sixteen to eighteen years of age and not exempted under C.3.a., refers to district counselor at continuation school program.

3. **District Counselor—Continuation School**

- a. Processes exemption procedure.
- b. Takes primary responsibility for study of case and collection of data.
 - (1) Contacts parent or guardian personally, if possible; explains options and efforts of school to assist student; obtains signature when parent is in agreement.
 - (2) Completes “Exemption Report” indicating reason for exemption and efforts to assist student.
 - (3) Makes recommendations, obtains principal’s signature, and submits form to the Adult Education Office for review and final approval.

4. **Counseling and Guidance Director**

- a. Reviews information on “Exemption Report” for final approval or disapproval.
- b. Sends letters notifying parent, district counselor, and school of attendance of approval of request for exemption.

SUBJECT: **Exemptions From Compulsory Full-Time
and Continuation Education**

NO: **6185**

PAGE: **4 OF 4**

EFFECTIVE: **1-29-62**

REVISED: **3-02-2001**

- c. Returns all disapproved "Exemption Report" forms to district counselor and school of attendance for appropriate action. (In exceptional cases, students are reenrolled in school.)
5. **Attendance secretary** completes proper transfer procedures.

E. FORMS AND AUXILIARY REFERENCES

1. Exemption Report, available from Counseling and Guidance Department

F. REPORTS AND RECORDS

1. Exemption reports are retained in the Counseling and Guidance Department until the student reaches his/her eighteenth birthday, then destroyed.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education