School Contact: _____
(Please Print)
Telephone: _____

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent
Counseling and Guidance
EXEMPTION REQUEST

Student's Name (Last) (First) Ethnic Code _____ Sex M_____ F _____ Grade _____ Age _____
Birth Date

Parent/Guardian School Enrolled _____ Yes _____ No
Magnet _____ Yes _____ No
VEEP Yes No

Address City Zip Code 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:

___ 1. Pupil Conferences
___ 2. Parent Conferences
___ 3. Teacher Conferences
___ 4. Program Changes
___ 5. Career/Vocational Counseling
___ 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 Authorized Signature (Counseling and Guidance) Date
_____ Approved _____Not Approved
_____ _____ Exemption Letter Mailed to Parent/Guardian:
Principal Date
Date: By:
_____ _____
Counselor Date

*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 858-573-8898.
Mail originals to Counseling and Guidance, Wiggin Center-Room 17 Attn: Melissa Janak (858-503-3180).