

# Request for Good Cause Exemption

## INSTRUCTIONS:

- Step 1. Teacher or principal prints the Request for Good Cause Exemption form located on the VCS Elementary Curriculum Website on white paper.
- Step 2. Teacher or principal completes the Request for Good Cause Exemption form by checking off one Good Cause Exemption for the student.
- Step 3. Principal verifies the documentation of information regarding the Request for Good Cause Exemption.
- Step 4. If the principal approves the Request for Good Cause Exemption, the principal signs and forwards the original copy of the request form to the Elementary Coordinator.
- Step 5. Exemption Specifics:
- Exemption #1: Enter the LEP initiation date.
  - Exemption #2: Attach a copy of page from IEP that states the student will take an alternative assessment.
  - Exemption #3: Enter the Alternative Assessment (SAT 10) score. (Should be 45<sup>th</sup> %ile or higher)  
\*This includes out-of-state Grade 3 Spring SAT 10
  - Exemption #4: Send the portfolio with completed Portfolio Review Sheet.
  - Exemption #5: Enter grade level of previous retention & send a copy of the IEP or 504 Plan; \*\*\*Documentation of 2 years of intensive remediation in reading must be available at the school for review.
  - Exemption #6: Enter grade levels of previous retention. \*\*\*Documentation of 2 years of intensive remediation in reading must be available at the school for review.
- \*\*\*Documentation Examples:
- PMP/PST Documentation
  - Before/After/During School Tutoring Documentation/Dates Attended
  - Walk to Intervention – Progress Monitoring Data & Log of Attendance
  - Curriculum Based Measures (CBM) for ESE & RtI
  - 3<sup>rd</sup> Grade Summer Reading Camp (SRC) Student Information Form with completed attendance and benchmark assessment data
- Step 6. District Committee reviews all Request for Good Cause Exemption forms and returns the original request form plus an additional yellow copy for the principal's use. Any attached materials will also be returned to the principal.
- Step 7. The original white copy of the Request for Good Cause Exemption is filed in the student's cumulative folder along with all additional documentation.