



Academic Exception Process

PURPOSE: To outline the process for modify project/assignment/credit/course completions for

students (as an exception) who are within striking distance of graduating from GOAL

Academy, and exigent circumstances warrant the Regional Director to modify a graduation requirement(s) so the student will graduate.

1. The Life Coach or ICCAP completes [THIS](#) form with the below information:
 - a. Student Name & Maestro Number
 - b. Summary of credits received (core # & elective #)
 - c. A brief statement of interventions taken to assist the student in their success and keep them from exiting (including specialist engagement.)
 - d. Personal statement of student circumstances (life changing experience) and what action the LC or ICCAP is requesting from the Regional Director.

2. The Life Coach/ICCAP emails the Zone Director to inform them the form is complet and to check responses [HERE](#). The ZD then synthesizes the information, and if a reasonable resolution at that level cannot be ascertained, then the Zone Director forwards the form via email to the Regional Director.

3. Regional Director receives the completed form response(s) [HERE](#) and synthesizes the information, and if the exigent student circumstances warrant a course modification/exception, the Regional Director has the ability to modify as necessary after all interventions have been exhausted.

4. If the Regional Director determines that a course/credit exception is just, the RD will make the [modification within Maestro](#) (Modifications requiring an actual grade should be done so as opposed to a "P" for completion) and

communicate the modification to the Life Coach, ICCAP, and Zone Director as well as update Maestro communications and notify the corresponding Coordinator/Director of Math, Science, Social Studies, LA, Reading, Electives, CTE, ESS, EL, and GOAL Academy CAO via email.

EXAMPLE: TO: ZD, ICCAP, LC, Melissa Brown, Rich Mestas
SUBJECT: APPROVED: Course Completion Exception
| Math #ID

Body of email: Student: Susie Student, Maestro # 9999
RE: Geometry Final completion has been approved and the course modification has been

****GOAL Academy Regional Directors have the autonomy to modify course completions/assignments and credits on a**

o mpleted in Maestro.