



## Academic Exception Process

### PURPOSE:

To outline the process for modifying 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 Principal to modify a graduation requirement(s) so the student will graduate.

1. The Life Coach or RS3 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 RS3 is requesting from the Principal.
2. The Life Coach/RS3 emails the Zone Director/Assistant Principal to inform them the form is complete and to check responses [HERE](#). The ZD/AP then synthesizes the information, and if a reasonable resolution at that level cannot be ascertained, then the Zone Director/Assistant Principal forwards the form via email to the Principal.
3. Principal receives the completed form response(s) [HERE](#) and synthesizes the information, and if the exigent student circumstances warrant a course modification/exception, the Principal has the ability to modify as necessary after all interventions have been exhausted.
4. If the Principal determines that a course/credit exception is just, the Principal 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, RS3, and Zone Director/Assistant Principal 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 Senior Director of Student Achievement via email.

**EXAMPLE:** TO: ZD/AP, RS3, 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 completed in Maestro.

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