



Guidelines

Applying For Waivers and Appeals

College and Career Readiness Assessments
September 2015

General Requirements: Students may be eligible for a waiver from participation in the college and career readiness assessments (4 AAC 06.721). A student may submit an application to the local governing board requesting a waiver. However, to qualify for a high school graduation diploma, a student must meet all other state and local school district graduation requirements, in addition to either taking a college or career readiness assessment or receiving a waiver from taking a college or career readiness assessment from the local governing board. The Department of Education & Early Development has developed forms to apply to the local governing board. Guidelines for helping students apply are as follows:

Waiver Process

1. Student completes waiver application and submits the application to the local governing board.
 - A. If the waiver request is due to late arrival, use Form Number 05-15-028. Submit the form to the regional school board. The regional school board may not grant a waiver until the student's last semester of year of intended graduation. This will allow time for the student to complete all academic requirements and participate in the spring college and career readiness assessment administration.
 - B. If the waiver request is for a rare and unusual circumstance, use Form Number 05-15-029. The regional school board may not grant a waiver until the student's last semester of year of intended graduation. This will allow time for the student to complete all academic requirements and participate in the spring college and career readiness assessment administration.
2. A student who has applied to a regional school board for a waiver from taking a college or career readiness assessment must continue to take the college or career readiness assessment until the regional school board approves the waiver the last semester of the year of intended graduation.
3. The regional school board must act upon the student's application and notify the student by registered mail whether the application was approved or denied. The school board must also provide a copy of its decision to the Commissioner of Education & Early Development.
4. The student or student's parent may appeal a school board's denial of a waiver to the Commissioner of Education & Early Development by completing CCRA Appeal Form Number 05-15-027 (4 AAC 06.724). Appeals must be sent to the Commissioner at 801 W. 10th St., Suite 200, PO Box 110500, Juneau, AK 99811-0500. Appeals must be postmarked no later than 30 days following the student's receipt of the regional school board's decision to deny.
5. Waivers and appeal forms are available from school districts or can be obtained on the web at <http://www.eed.state.ak.us/forms/home.cfm>.

Types of Waivers

- **Arriving late into Alaska Public School System (4 AAC 06.722)**
Form Number 05-15-028

Please Note: If a grade 12 student took a college or career readiness assessment at another school within two years of their expected graduation date as determined by their local school district, their assessment counts towards meeting the graduation requirement.

To apply for a waiver under this section the student must submit, with this application, the following:

- Documentation from the school in Alaska in which the student is currently enrolled, including the student's initial enrollment date. The documentation must indicate that the student arrived in the state after the completion of all scheduled administrations in the student's year of intended graduation. A student who resides in the state but attends private school or is home schooled as provided in AS 14.30.010 and transfers to a public school after the completion of all scheduled administrations in the student's year of intended graduation may also be eligible for a waiver under this section.
 - Documentation that verifies the date of the student's physical presence in Alaska prior to enrollment in any of the schools or school options in the state. Documentation may include records or receipts of airline tickets, the Alaska Marine Highway system, or other carriers, hotel receipts, or affidavits or certificates by persons acquainted with or related to the applicant who have personal knowledge of the applicant's physical presence in Alaska.
 - Documentation from the private school, home school, or out-of-state school district from which the student transferred, including enrollment date and exit date from the school district.
- **Rare and Unusual Circumstances (4 AAC 06.723)**
Form Number 05-15-029

Waivers for rare and unusual circumstances must demonstrate that the rare or unusual circumstance was beyond the control of the student, and that no other recourse or remedy existed to address the rare and unusual circumstances before the student's expected graduation date.

To apply for a waiver from **taking** a college or career readiness assessment under this section the student must submit, with the application, the following documentation:

- **Death of a Parent**
To be eligible for this waiver, the student's parent must have died in the final semester of the student's intended year of graduation. Documentation must indicate the date of the death and that the parent was the natural parent or legal guardian.
- **Serious and Sudden Illness or Injury**
To be eligible for this waiver, the student must have experienced a serious and sudden illness or physical injury that prevented the student from taking the college or career readiness assessment in the final semester of the student's intended year of graduation. Documentation must include an affidavit or certification from the student's treating licensed medical professional. The documentation must indicate that the diagnosed medical condition prevented the student from taking the college or career readiness assessment and was beyond the control of the student.

The following conditions are not rare or unusual circumstances under this section:

1. Pregnancy or childbirth, unless the affidavit or certification verifies that an emergency occurred that meets the requirements of this section.
2. Treatable depression, stress, or stress-related conditions, unless the affidavit or certification verifies that an emergency occurred that meets the requirements of this section.
3. A condition caused by illegal alcohol or substance abuse.

□ **Disability**

To be eligible for this waiver, the student must have experienced a disability that developed within the student's high school career. The disability must have arisen too late for the school to apply for a meaningful accommodation from the testing vendor.

Documentation must be provided from the student's IEP or section 504 team which includes the date on which the disability was determined, information describing why no meaningful or valid alternative assessment could be used, and documentation of support from the school principal and district superintendent.

□ **District or System Error**

To be eligible for this waiver, a student must have experienced a significant and uncorrectable system error related to the college or career readiness assessment. Significant and uncorrectable system errors include:

1. Completed examination materials are lost in transit between the school district and the testing vendor;
2. A school or district fails to administer the assessment on a scheduled administration date;
3. A student is unable to take an assessment or receives an invalid score because of a technology failure; or
4. A student receives an invalid score because the assessment is improperly administered or test security requirements are violated.