

Instruction

Exhibit – Class Substitute Request

Students in grades 9-12 may satisfy one or more high school courses, including Physical Education, or graduation requirements by successfully completing approved substitutions.

Waivers for Physical Education classes will be considered for the five reasons listed below. This request for class substitution must be completed by the student's parent/guardian (or by the student who is at least 18 years of age) and submitted to the Building Principal for approval. The completed request will be kept in the student's temporary school record in accordance with 105 ILCS 10/4.

An individual PE waiver form must be submitted for each request of .5 credit.

	Reasons for the Waiver	Waiver Process
	A) Enrollment in a marching band program for credit.	Students will receive waiver for .5 credit for participating in one of the Proviso marching bands. Students shall turn in the waiver request with the band director's signature by the end of the semester.
	B) Enrollment in Navy Junior Reserve Officer's Training Corp (NJROTC) program sponsored by the District.	Students must turn in a waiver request form with a letter of verification from the Senior Naval Science Instructor. The student may request .5 credit waiver per semester.
	C) Ongoing participation in an interscholastic athletic program (student must be in 11th or 12th grade)	Students will receive waiver for .5 credit for participating in one of the Proviso interscholastic athletic programs. Students shall turn in the waiver request with the coach's signature by the end of the semester.
	D) Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade)	A student who is enrolled in full academic courses that are required for admission to an institution of higher learning may request .5 credit per semester. He/She must turn in the waiver request form with a letter of explanation as to the rationale for their request along with an academic history, displayed by semester, and current semester schedule.
	E) Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade)	A student who is enrolled in full academic courses that are required for graduation from high school may request .5 credit per semester. He/She must turn in the waiver request form with a letter of explanation as to the rationale for their request along with an academic history, displayed by semester, and current semester schedule.

Questions regarding this process can be answered by a High School Counselor.

Proviso High Schools Physical Education (PE) Waiver Form

PE waivers may be requested for the following reasons (Please see Physical Education Waiver Information or School Code 105 ILCS 5/27-6 for more details):

- A) Enrollment in a marching band program for credit.
- B) Enrollment in Navy Junior Reserve Officer's Training Corp (NJROTC) program sponsored by the District.
- C) Ongoing participation in an interscholastic athletic program (student must be in 11th or 12th grade).
- D) Enrollment in academic classes that are required for admission to an institution of high learning (student must be in the 11th or 12th grade).
- E) Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Petitions must be requested and approved each semester that the student requests a waiver. Retroactive requests will not be considered. Requests must be filled out completely and turned into the Counseling Office. An individual waiver must be filled out for each .5 request.

REQUIRED: Please attach a current transcript and explanation of reason you need the waiver.

Student Name (please print)		I.D. Number	Date
Grade Level (circle) 9	10	11	12
		Graduation Class of 20____	
Parent/Guardian Signature			
Head Coach Signature			
		Sport	of 20____
Counselor Approval		Date	
Principal Approval		Date	
Superintendent or Designee Approval		Date	
<div><input type="checkbox"/> Petition Denied for the following reason:</div>			
Registrar signature of entry		Date	