Print Form

Request for Consideration of Extenuating Circumstances

Office of Instruction
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9212|| F: (907) 746-9292

Instructions: This form is to be used to request approval for an exception to a board policy or credit requirement on behalf of a student. Documentation of extenuating circumstances is required. Please note that the process for consideration may take the approval of the school board. Forms should be submitted in a timely manner in order to receive credit toward graduation. *Students must have prior approval from the Office of Instruction before receiving an exception to a board policy or credit requirement.* The original form is to be filed in the student's permanent file after approval; one copy is to be filed with the counselor; one copy is for the student.

Student Name		Student ID		Graduation Year	
School		Counselor		Request Date	

Please provide an explanation of the extenuating circumstances or situation. Attach student transcript and additional documentation if necessary.

School Counselor Signature Date

School Principal Signature Date

APPROVAL: *Scan this form to the MSBSD Counseling Coordinator.*

☐ Approved ☐ Denied

Superintendent or Designee Signature Date

Pending