

# Waiver Request and Process for Exiting School

Pursuant to LA RS 17:221 I, School Attendance



**Louisiana's**  
Community & Technical Colleges



PARISH OF RESIDENCE

SCHOOL NAME

SCHOOL TYPE

Public

Private

Homeschool

Charter

Institutional

YCP HiSET

## STUDENT / PARENT / GUARDIAN INFORMATION

DATE OF REQUEST TO EXIT SCHOOL

STUDENT'S NAME

GRADE STUDENT IS CURRENTLY ENROLLED IN

DATE OF BIRTH

STUDENT'S SOCIAL SECURITY NO.

STREET ADDRESS

APARTMENT NO.

CITY

STATE

ZIP CODE

PHONE NUMBER

ALTERNATE PHONE NUMBER

PERSON MAKING REQUEST

RELATIONSHIP OF PERSON MAKING REQUEST

Parent

Legal Guardian

Other \_\_\_\_\_

STREET ADDRESS (if different from above)

APARTMENT NO.

CITY

STATE

ZIP CODE

PHONE NUMBER

ALTERNATE PHONE NUMBER

CATEGORY OF WAIVER

Pregnant or Actively Parenting

Incarcerated or Adjudicated

Chronic Physical or Mental Illness

Institutionalized or Living in Residential Facility

Family or Economic Hardship

*Disclaimer: Signature acknowledges formal request for this student to exit (drop out) from school and to attend an alternative Adult Education Program*

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF STUDENT

## LEA/SCHOOL RESPONSE

STUDENT ENROLLED IN LEA/SCHOOL DISTRICT

REASON FOR DENIAL (if applicable)

Request Approved

Request Denied

STUDENT RESIDES IN LEA/SCHOOL DISTRICT BUT IS NOT ENROLLED

REPORT TO AE SUPERVISOR/LCTCS COLLEGE

PHONE

LOCATION

ENROLL BY DATE (Must be within 5 school days of approval)

SIGNATURE OF SUPERINTENDENT / AUTHORIZED OFFICIAL or DESIGNEE

TITLE

DATE

## ADULT EDUCATION ACCEPTANCE

SIGNATURE OF ADULT EDUCATION ADMINISTRATOR

TITLE

DATE

## INELIGIBILITY FOR CONTINUANCE IN ADULT EDUCATION

REASON FOR STUDENT'S INELIGIBILITY

Student Exceeds Age Requirement

Student Failed to Meet the Requirements of Compulsory Attendance

Inappropriate Behavior

*Explain below the student's failure to comply with any of the categories above. (Exclude the category of exceeding the age requirement.)*

AUTHORITY CONTACTED AT LEA

TITLE

CONTACTED BY

DATE

# Waiver Request and Process for Exiting School

*Pursuant to LA RS 17:221 I, School Attendance*

## Instructions

### What is considered an “adult learner”?

According to WIOA Title II, eligible individuals are those 1) who have attained 16 years of age, 2) who are not enrolled or required to be enrolled in secondary school under State law; and 3) who are basic skills deficient; do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education; or are English language learners.

Pursuant to LA RS 17:221 I – 16–17-year-old individuals must be properly exited from a K-12 school setting in order to be enrolled in adult education.

### Student/Parent/Guardian Information

This information must be completed entirely and brought to the school district where the student is enrolled, or where they reside.

### LEA/School Response Information

The superintendent or the designee must complete the applicable information and sign.

- If the individual is enrolled in the school district and the request is denied, a reason must be noted.
- If the student is not enrolled in the school district, but provides documentation (i.e. rental agreement, electricity bill, etc.) that they reside in the district, the school district designee should check the appropriate box.

### Homeschool Students

Per BESE Policy 741: 1103 B.3.b if the local school district denies the request to exit homeschool status to attend adult education, the student may request a waiver from the adult education provider. Students must present documentation from the Louisiana Department of Education that they have been accepted into homeschool status for a minimum of six months.

### Adult Education Acceptance Information

Must be completed by the LCTCS WorkReady U Supervisor.

### Ineligibility for Continuance in Adult Education Information

The adult education supervisor is required to notify the exiting school district if a 16–17-year-old student becomes ineligible for adult education services.

***Note:** There are no attendance requirements for homeschool students. Notification to the school district of non-attendance is not required for those students.*