



REQUEST FOR SUBSTITUTION, DEFERRAL OR REDUCTION OF COMPULSORY CREDITS

Responsibility:	<i>Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act Section 265 (i); Reg. 298;</i>
Related References:	<i>IS-03-S Request for Substitution or Deferral of Compulsory Credits; Kindergarten to Grade 12, Policy and Program Requirements 2011 - page 61; Program/Policy Memorandum No. 134</i>
Revisions:	<i>December 2015, March 2016</i>
Reviewed:	<i>March 2016</i>

1. Preamble

The procedures that follow provide guidelines and expectations regarding requests for substitution, deferral or reduction of compulsory credits.

2. Procedures

- 2.1 Form IS-03-S, Request for Substitution or Deferral of Compulsory Credits, shall be available from the principal.
- 2.2 Deferrals or substitutions of compulsory credit(s)
 - 2.2.1 The Principal will grant deferrals or substitutions for compelling reasons only (e.g., insufficient background in a subject due to absence for health reasons will require a medical statement).
 - 2.2.2 To meet individual students' needs, principals may replace up to three compulsory courses (or the equivalent in half courses) with courses from the remainder of those that meet the compulsory credit requirements. Locally developed compulsory credit courses may not be used as substitutes for any courses that meet any other compulsory credit requirements (PPM No. 134).
 - 2.2.3 In all cases, however, the sum of compulsory and optional credits will not be less than thirty for students aiming to earn the Ontario Secondary School Diploma and not less than fourteen for those aiming to earn the Ontario Secondary School Certificate. (Reference: *Kindergarten to Grade 12, Policy and Program Requirements 2011*) Further information regarding the deferral or substitution of compulsory credit(s) can be obtained from *Kindergarten to Grade 12, Policy and Program Requirements 2011*.
- 2.3 Form IS-03-S must be signed by the parent, student and counsellor and approved by the secondary principal of the school that the student will be attending.
- 2.4 Form IS-03-S (printed on green paper) shall accompany the course selection sheet, if coming from an elementary school.
- 2.5 A copy of the completed Form IS-03-S shall be kept in the student's OSR and any changes should be reflected on the OST.