

INSTRUCTION

Certificate of Educational Competency

- A. Individual applies to the superintendent through the appropriate guidance office.
  - 1. Counselor informs applicant of definition of Certificate of Educational Competency and other particulars dealing with this program.
  - 2. Counselor encourages student to remain in regular school program.
- B. Appropriate principal convenes committee comprised of:
  - 1. The appropriate principal.
  - 2. Parents/guardians, if available.
  - 3. One counselor or teacher.
  - 4. One adult of the applicant's choosing.
- C. Committee evaluates case.
- D. Committee recommends to the superintendent or designee as to whether applicant possessed a substantial and warranted reason for leaving the regular school program.
- E. Superintendent or designee makes decision based on committee report.
- F. Applicant is notified of decision within thirty (30) days of application.