



ADMINISTRATIVE PROCEDURE

CATEGORY: **Students, Exclusions and Exemptions**

SUBJECT: **Exemptions from Compulsory Full-Time and Continuation Education**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing exemption of students 6 to 18 years of age subject to compulsory full-time education, and students 16 to 18 years of age subject to compulsory continuation education.
2. **Related Procedures:**

Adult Education Programs	4400
Enrollment of Minors in Community College Adult Education Classes	4405
High School Diploma Program	4410
California High School Proficiency Examination (CHSPE)	4790
Exclusions	6180
Suspension	6290
Expulsion	6295
Release of Directory-Type Student Information	6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-8400 and H-4000; California Education Code §48200, 48220-48231, 48400, 48402, 48410-48414 and 52610.5; California Family Code §7050.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department.
2. **Definition.**
 - a. **Exemption:** An exception for students from the statutory requirements to attend a public, full-time day school or continuation education. Exemption is a nondisciplinary action, not to be used as punishment for truancy or misbehavior.
3. **Criteria for Exemption.**
 - a. Students 6 through 18 years of age are subject to compulsory full-time education. (Education Code §48200)
 - (1) A student *may be exempt* from compulsory full-time education if he/she:
 - (a) Attends a recognized private full-time day school. (Education Code §48222)
 - (b) Is instructed by a private tutor holding a valid California credential for the grade(s) taught. (Education Code §48224)
 - (c) Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days before the end of the school term. (Education Code §48231)

- (d) Is 15 years of age or older and takes a district-approved leave of absence for the purpose of supervised travel, study, or training. (Education Code §48232)
 - (e) Is pregnant or is a parent actively engaged in raising one or more of his/her children. (Education Code §52610.5) The student is eligible to enroll in Adult Education, as described in Administrative Procedure 4400.
- b. Students 16 to 18 years of age who are *not* attending a full-time public day school and who are *not* exempt from the requirement to attend full-time public school *must* attend continuation classes. (Education Code §48400)
- (1) A student 16 to 18 years of age is *exempted* from continuation classes for any reason in Section C.3.a.(1), or if he/she:
- (a) Graduated from a high school maintaining a four-year course of study above 8th grade or had an equal amount of education in a private school or by a private tutor.
 - (b) Is in attendance at a public or private full-time day school or satisfactory part-time classes maintained by other agencies.
 - (c) Is required to provide personal services to dependents.
 - (d) Is satisfactorily attending a Regional Occupational Program (ROP) or center.
 - (e) Is satisfactorily attending an adult education program (Administrative Procedure 4410).
- c. Students 16 to 18 years old who have passed the California High School Proficiency Examination (CHSPE) (Administrative Procedure 4790) may be exempted from compulsory school attendance if they have verified approval from their parent/guardian.

D. IMPLEMENTATION

1. Principal or designee.

- a. Annually reviews roster of their school's students in exempted status.
- b. Supports school counselor in conducting case study and collecting pertinent data and information for new exemption requests.

2. School Counselor – Comprehensive School.

- a. If exemption is to be initiated under Section C.3.a.(1), processes Exemption Request and forwards to the Counseling and Guidance Department. Note: For students with disabilities, the Exemption Request must be accompanied by the student's Individual Educational Plan (IEP) and/or Individual Transition Plan (ITP).
- b. If student is 16 to 18 years of age and not exempted under Section C.3.a.(1), refers case to continuation school counselor.

3. School Counselor – Continuation School.

- a. Assumes primary responsibility for case study and data/information collection.
- b. Processes Exemption Request:
 - (1) Contacts parent/guardian personally, if possible; explains options and efforts of school to assist student; obtains signature upon parent/guardian agreement.
 - (2) Indicates reason for exemption and efforts to assist student.
 - (3) For students with disabilities, includes the student's Individual Educational Plan (IEP) and/or Individual Transition Plan (ITP).
 - (3) Makes recommendation(s), obtains principal signature, and submits form and related documentation to Adult Education Office for review and approval.

4. Counseling and Guidance Director.

- a. Receives Exemption Request from school counselor, reviews, and approves or denies.
- b. Notifies student, parent/guardian, and school counselor of approval or denial.

5. **School site** enters appropriate information into student information system.

E. FORMS AND AUXILIARY REFERENCES

- 1. Exemption Request (Attachment 1)

F. REPORTS AND RECORDS

- 1. Counseling and Guidance Department retains exemption documentation until student reaches his/her 18th birthday, then destroys.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff