

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
GRADUATION REQUIREMENTS: SUBSTITUTION OF CREDITS	IKFC

I. POLICY

The Louis Riel School Division (LRSD) is committed to the educational achievement of its students and to their preparation for lifelong success. LRSD affirms the right of all students to an education consistent with their needs and recognizes that exceptional circumstances may arise in which a high school student requires accommodation to earn compulsory credits required for graduation. The **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

- A. In exceptional circumstances, the Principal may approve the substitution of a maximum of two optional credits for two compulsory credits toward the Manitoba High School Diploma.
- B. Substitution of credits is permitted for any compulsory course.
- C. Substitution of credits does not apply to the Mature Student Diploma.

III. PROCEDURES

- A. Prior to approving a credit substitution, the Principal must:
 - discuss the possibility with the student and, where the student has not attained the age of majority, the parent(s)/guardian(s); and
 - consult the Superintendent of Schools or designate.
- B. When the Principal has approved a credit substitution, the Principal must:
 - report the substitution to Manitoba Education using the [Substitution of Credits](#) reporting form, noting the reason for the substitution;
 - forward a copy of the reporting form to the Superintendent of Schools or designate;
 - note the substitution of credit(s) on the student's report card and transcript and indicate the course(s) and grade level(s) involved.

References:

- Manitoba Education, [Alternative Ways of Earning Credits](#)
- Manitoba Education, [Policy for Substitution of Credits in Exceptional Circumstances](#)

Adopted:	November 15, 2022	Legal References:
Revised:		