



Substitution of Credits

In exceptional circumstances, and in discussion with parents, a school administrator may approve the substitution of a maximum of two credits toward high school graduation.

Please complete and submit this form at the time of current year marks submissions to the Professional Certification and Student Records Unit.

Student Information (Please print)

_____ MET Number

_____ (Last Name)

_____ (First Name)

_____ (Middle Initial)

<i>The student completed the course(s) below</i>			<i>as substitution for these compulsory course(s)</i>		
Course Title	Grade Level	Course Code	Course Title	Grade Level	Course Code
1.					
2.					

Reason(s) for substitution(s):

1. _____

2. _____

Authorization:

_____ School Name School Code

_____ Principal's name

_____ Principal's signature

_____ Date

Mail to:

STUDENT RECORDS UNIT
PO BOX 700

Fax to:

1-204-773-2411