



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2015	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2020	<i>Page</i> 1 of 3
<i>Contact Person/Department</i> Superintendent of Secondary School Improvement and Student Success	<i>Identification</i> ES - 5007

SUBJECT EXEMPTION/SUBSTITUTION

1.0 PURPOSE

Trillium Lakelands District School Board recognizes the value and importance of subject exemption/substitution on behalf of students towards the goal of graduation, and under the guidelines established by the Ministry of Education.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011, Section 6.2
- 2.2 Education Act, R.S.O. 1990, c. E.2
- 2.3 Growing Success, Assessment, Evaluation, and Reporting in Ontario Schools, 2010

3.0 TERMS AND DEFINITIONS

- 3.1 EXEMPTION AND SUBSTITUTION - "Exemption" and "Substitution" are often used interchangeably. What many call an "exemption" is actually a substitution and is subject to all related conditions and limits. If, in the principal's judgement, the student's educational interests are served by granting a substitution, the principal has opportunities to use substitution in support of student success.

4.0 ADMINISTRATIVE PROCEDURE

4.1 ELEMENTARY SCHOOLS

Since there is no provision for subject exemptions for unidentified students in elementary school in the Education Act, subject exemptions in elementary schools should only be considered by the Principal when:

- 4.1.1 The student is identified as exceptional and has an IEP in which documented evidence is presented as to why the student should be exempted from the subject in question. The Principal makes the decision on these requests.
- 4.1.2 For unidentified students, the Principal and the Area Supervisory Officer support the request.

In cases where the Principal decides to proceed with a subject exemption request for an unidentified student, a Request for Subject Exemption Form (See Appendix A) must be filled out and submitted to the Area Supervisory Officer for signature.

4.2 SECONDARY SCHOOLS

Principals will follow the Ministry of Education document, Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011, Section 6.2 when requesting a subject substitution for a student.

5.0 APPENDICES

5.1 Appendix A – Request for Subject Exemption – Elementary School

Request for Subject Exemption – Elementary School

Name of Student: _____

Grade: _____ Date of Birth: _____
D/M/Y

Name of School: _____

Teacher: _____ Date of IEP: _____
(Please attach a copy of the IEP)

Subject exemption requested in _____
(Name of subject)

Reasons for the request:

Current achievement in the subject in question:

Level _____ Mark _____

Final achievement in the subject in the previous year:

Level _____ Mark _____

Comments on the student's academic achievement generally:

Parent's/ Guardian's Signature

Date

Principal's Signature

Date

Area Superintendent's Signature

Date

*** Please file a signed copy of this document in the student's OSR**