



ES-5007 Subject Exemption Subject Substitution Procedure

Approval Date: 2020

Review Date: 2025

1. Purpose

Trillium Lakelands District School Board recognizes the value and importance of subject exemption and subject substitution as tools to help facilitate students reaching the goal of graduation under the guidelines established by the Ministry of Education

2. References and Related Documents

Internal

- [ES-2021 Health and Physical Education: Exemption Process for the Human Development And Sexual Health Curriculum Expectations Procedure](#)

External

- [Ontario Schools, Kindergarten to Grade 12, Ministry of Education, 2016, Section 6.2](#)
- [Education Act, R.S.O. 1990, c. E.2](#)
- [Growing Success, Ministry of Education 2010](#)
- [Ontario Secondary Schools, Grade 9 to 12 Program and Diploma Requirements, 1999](#)
- [PPM 162 - Exemption from Instruction related to the Human Development and Sexual Health Expectations in The Ontario Curriculum: Health and Physical Education, Grades 1–8, 2019](#)

3. Terms and Definitions

Exemption: Waiving the requirement of a student to participate in instruction of a curriculum course expectation of the Ontario Curriculum without academic penalty.

Substitution: Replacing a compulsory credit with a course from another subject area as specified in the list of compulsory credit requirements.

4. Administrative Procedure

4.1. Exemption in Elementary Schools

Students should not be exempt from any Ontario Curriculum except in extenuating circumstances where accommodations or modifications are not possible.

For exemption from instruction related to the Human Development and Sexual Health Expectations in The Ontario Curriculum: Health and Physical Education, Grades 1–8 refer to TLDSB Procedure ES-2021.

Exemptions may be considered by the Principal when 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.

For unidentified students, the Principal must consult with the Area Supervisory Officer prior to approving the exemption.

4.2. Substitution in Secondary Schools

Principals will follow the Ministry of Education document, Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2016, Section 6.2 when substituting a compulsory credit.

All documentation pertaining to a student's exemption or substitution must be filed in the student's OSR.

5. Appendices

- Appendix 5.1 [Elementary School Request for Subject Exemption](#)
- Appendix 5.2 [Secondary School Substitutions for Compulsory Credits](#)

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.



Elementary School - Request for Subject Exemption

SCHOOL: _____

Student Name: _____ Date of Birth: _____

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

Subject exemption requested in: _____

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/Guardian Signature: _____ Date: _____

Principal's Signature _____ Date: _____

Area Superintendent's Signature _____ Date: _____

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

The personal information provided on this form is collected by the Trillium Lakelands District School Board under the authority of the Education Act, Freedom of Information and Protection of Privacy Act / Municipal Freedom of Information and Protection of Privacy Act and TLDSB Policy BD-2030/2031. The information will be used to substitute for compulsory credits or as otherwise permitted /required by law. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use retention, transfer, and disposal of pupil records. For questions about this collection, speak to the Principal.

ES-5007 Subject Exemption Subject Substitution



Secondary School - Substitutions for Compulsory Credits

Ministry of Education document, Ontario Schools, Kindergarten to Grade 12, Ministry of Education, 2016

Substitutions should be made to promote and enhance student learning or to meet special needs and interests.

The Principal:

- may replace up to three courses (or the equivalent in half courses) with courses that meet the compulsory credit requirements.
- will make his or her decision in consultation with the parent/guardian or adult student and appropriate school staff.
- will note each substitution on the student's Ontario Student Transcript.
- Requests may be initiated by parent/guardian, adult student or principal.
- In cases where the parent/guardian or adult student disagrees with the decision of the principal, the parent/guardian or adult student may ask the appropriate supervisory officer to review the matter.
- For substitutions using English literacy development, learning strategies, cooperative education, or locally developed courses please see section 6.2 of Ontario Schools, Kindergarten to Grade 12, Ministry of Education, 2016

SCHOOL: _____

Student Name: _____ Date of Birth: _____

For: _____ **Substitute:** _____ **Date:** _____

Rationale:

Student Signature: _____ Parent/Guardian Signature: _____

Principal's Signature _____

For: _____ **Substitute:** _____ **Date:** _____

Rationale:

Student Signature: _____ Parent/Guardian Signature: _____

Principal's Signature _____

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