

**Request Procedures for Alternative Program and Alternative Credit  
for a State-Required Program or Learning Activity**

1. In any area that is of a nature that a parent would have any questions about material, the parent has the right to preview all material before student viewing. This opportunity will be provided through a special time set aside for all interested people to view material. The time will be communicated to the parents through a letter sent home by the school.
2. If the parent finds a reason that he/she wishes to have his/her child exempted from receiving school instruction on state-required material, the parent shall:
  - a. Fill out the form provided communicating:
    - (1) He/She does not wish his/her child to receive the information through school instruction;
    - (2) The basic reason he/she does not wish his/her child to receive the state-required material;
    - (3) An alternative manner in which he/she could provide the information for his/her child through a mutual parent-instructor agreed-upon plan;
    - (4) Who will monitor that the child receives the instruction;
    - (5) Or - the parent realizes that the state has required this for student safety, but still does not want his/her child to receive the information at school or through an alternative process;
    - (6) When the alternative educational experience is completed, the parent will need to verify that experience with the school if alternative credit is to be granted.
3. These forms and all verification material shall be kept on file as a matter of record at each school. If credit is to be given, agreed upon criteria must be met in each case.

Please be reminded that we are only discussing a limited number of subjects, such as AIDS/HIV instruction, drug/alcohol instruction and other specifically state-mandated courses.

**Request Form for Alternative Program and Alternative Credit  
for State Required Programs or Learning Activities**

\* This form is only to be used if the student is to receive alternative credit.

CLASS: \_\_\_\_\_

Specific subject matter: \_\_\_\_\_

Student: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason the parent would rather have the student receive this material in a different manner. \_\_\_\_\_

Proposed instructional method and who will present material to the student. \_\_\_\_\_

Agreed: Parent: \_\_\_\_\_

Teacher: \_\_\_\_\_

Verification after completion so credit can be granted.

Parent: \_\_\_\_\_

Teacher: \_\_\_\_\_

At verification, please attach any relevant material regarding the alternative instruction.

Alternative credit assigned to student \_\_\_\_\_ (amount)

Teacher: \_\_\_\_\_ Parent: \_\_\_\_\_

This will be kept on file until the student graduates from high school and shall be in the student records as evidence of the Alternative Credit.

**Please Note:** If credit is not a question, a simple request from any parent is all that is needed. This form is for Alternative Credit as set out in OAR 581-022-1910.