



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Algebra 1 Waiver Request Procedures for Students with Disabilities

NUMBER: REF-5982.2

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: August 21, 2017

ROUTING

All Secondary Schools
LD Superintendents
Instructional Directors
Division of Special Education Staff
Secondary Principals
Secondary Assistant Principals
Bridge Coordinators
Special Education Teachers

PURPOSE: This Reference Guide provides procedures for schools to request a waiver of the California Algebra 1 high school graduation requirement for students with disabilities (SWD) with an Individualized Education Program (IEP). Eligible students are those who have earned at least junior standing and meet the criteria in Attachment A: “Algebra 1 Waiver Request Cover Sheet for Eligible Students with Disabilities.” This waiver request, when accompanied by all required documentation, can be submitted to the Division of Special Education no earlier than the spring semester of an eligible student’s junior year in high school.

Waivers of the Algebra 1 requirement require approval from the California State Board of Education (SBE). Therefore, students requesting the waiver must remain continually enrolled in Algebra 1 with all supports and services identified in the IEP until the waiver has been granted by the SBE.

MAJOR CHANGES:

- Replaces REF 5982.1, dated December 20, 2013.
- Updated guidance is provided regarding data required from MiSiS.

BACKGROUND: The State of California requires all students to complete a course in Algebra 1 (or its equivalent) prior to receiving a diploma of graduation from high school per *Education Code* (EC) Section 51224.5. Pursuant to EC Section 56101, school districts must request a waiver of the requirement for the successful completion of Algebra 1 (or its equivalent) for a SWD with an IEP who meets certain criteria. The following information will assist high schools in preparing waiver requests to be submitted to the Division of Special Education.

A waiver of the Algebra 1 graduation requirement may be requested in the second semester of the 11th grade for a SWD with an IEP who has exhausted all options for passing both semesters with a course mark/grade of D or higher. This waiver can be requested for a student who receives a course mark of Fail.

Per State policy, this waiver is not allowed for students with a Section 504 plan.



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BACKGROUND (Continued):

Students with disabilities with an IEP who have achieved the minimum number of credits to promote to Grade 11 (status as a junior) are eligible to submit a request for a waiver of the Algebra 1 graduation requirement if all of the criteria outlined in this Reference Guide are met.

For students determined to be eligible for a waiver from the California graduation requirement to pass the Algebra 1 course, the student will also be eligible to waive the LAUSD graduation requirement of Algebra 2 or its equivalent.

No LAUSD school or office has the authority to grant a waiver from the California Algebra 1 requirement. That authority resides solely with the California State Board of Education (SBE).

REQUIREMENTS: REQUIRED CRITERIA FOR ALGEBRA 1 GRADUATION WAIVER REQUEST

1. Student must have a current, active IEP. The current IEP must specifically state the following:
 - a. The specific area(s) of mathematics deficiencies, including data from multiple types of assessments:
 - i. Norm-referenced tests, such as the K-TEA-II or Woodcock-Johnson III-R,
 - ii. Criterion-referenced tests, such as the CAASPP Smarter Balanced interim and summative assessments, and
 - iii. Curriculum-based assessments, such as standards-based performance tasks or teacher-made tests; and
 - b. How the student's needs in mathematics are being addressed (e.g., accommodations, modifications, other supports).
2. All of the student's IEPs from the high school years (grades 9-12) must have the following characteristics identified in the IEP and the offer of FAPE (FAPE Parts 1 and 2, including the Individualized Transition Plan):
 - a. The student was on diploma track participating in the general education curriculum every year of high school. At no time can the student have been moved to a moderate-to-severe setting or the alternate curriculum; and
 - b. The District provided specific assistance to the student in the area of mathematics to attain the diploma track goal specifically for the algebra requirement in those years, such as supplementary aids, services, accommodations, modifications, and supports.
3. Student must have earned the minimum number of credits to be a grade 11 student at the time the waiver application is submitted.



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REQUIREMENTS (Continued):

4. Student must have enrolled in and failed (final mark of F) each semester of Algebra 1 at least twice in grades 9, 10, 11 and/or 12. Semesters of Algebra 1 taken at the middle school level cannot be counted toward the waiver application.
Note: If the student successfully passed both semesters of Algebra 2 but not Algebra 1, a waiver is not required. Algebra 2 fulfills the same California Algebra Requirement as Algebra 1.
5. Student must have been enrolled in and earned credits in at least two (2) semester-long high school courses designed to support success in Algebra 1 and high school mathematics (minimum of 10 credits). Coursework taken in middle school (grades 6-8) will not fulfill this requirement. Acceptable LAUSD courses include the following:
 - a. Math Tutorial Lab SH AB (310221 or 310222)
 - b. Algebra 1 Tutorial Lab AB (312601/02)
 - c. Algebra 2 Tutorial Lab AB (312617/312618)
 - d. Developing Mathematics Skills in the Content Areas SH AB (310127/310128)
 - e. To use coursework taken outside of LAUSD as evidence for this waiver request, consult the *Cumulative Record Handbook for Secondary Schools, Rev. 6.0*, dated April 2017.

Notes:

- Financial Algebra 1 is equivalent in rigor to Algebra 1. A student who passes both semesters of either Financial Algebra 1 or Financial Algebra 2 is considered to have met the California Algebra Requirement.
- Integrated Mathematics 1 is equivalent in rigor to Algebra 1. A student who passes both semesters of either Integrated Mathematics 1 or Integrated Mathematics 3 is considered to have met the California Algebra Requirement.

PROCEDURES:

REQUIRED DOCUMENTATION TO SUPPORT THE WAIVER REQUEST

For each student requesting the waiver from the Algebra 1 graduation requirement, the school must submit the following documents:

1. A completed, typed Algebra 1 Waiver Request Cover Sheet form for students with disabilities with an IEP (Attachment A).
2. A complete transcript of all courses taken during grades 6-12. Use MiSiS>Academics>Transcripts>Transcript Details tab Transcript History to print the course list. Highlight in YELLOW the following information:
 - a. Student's grade level (must be at least second semester of grade 11),
 - b. Total number of earned credits (must be greater than the minimum required to be a grade 11 student),
 - c. All coursework in mathematics, both core and intervention courses.



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PROCEDURES (Continued):

- Per LAUSD policy, the student must be enrolled in math courses in grades 9, 10, and 11 while in high school, and
- d. If courses relevant to this waiver request were taken in another District, those courses must be entered to the transcript before submission.
3. A complete copy of the current, active IEP and copies of FAPE Parts 1 and 2 from each IEP held during the student's high school years. The following information must be highlighted in **YELLOW** on each document:
- a. The type of curriculum provided on the IEP FAPE Part 1 (must be the general education curriculum),
 - b. Areas on the Mathematics present level of performance regarding specific mathematics deficiencies that are impacting progress in Algebra 1 and the general education curriculum, including specific information on how the student's disability impacts progress in Algebra 1; and
 - c. Areas on the IEP FAPE Parts 1 and 2 and on any other pages regarding specific courses, supplementary aids, services, accommodations, modifications, and/or supports provided by the District to assist the student in passing the Algebra 1 course.

PROCEDURES AFTER SUBMITTING WAIVER REQUEST

Schools should anticipate that the entire process for requesting a waiver can take up to nine (9) months. Requests submitted after April 1 will not be heard by the California State Board of Education until the following Fall. Therefore, students in Grade 12 will need to return to LAUSD for the summer term and fall semester to continue attempting Algebra 1 until the SBE reaches its decision.

For schools needing assistance in completing the Waiver Request, please contact Lela Rondeau, Coordinator, at (213) 241-8050 or lela.rondeau@lausd.net.

Steps to the Waiver Request Process:

1. School submits entire Waiver Request Packet via School Mail to:
Lisa Kendrick, Director of Instructional Programs
LAUSD Division of Special Education
Beaudry Building, 17th Floor
2. As a condition of requesting the waiver, school must ensure that the student remains continuously enrolled in Algebra 1 and/or courses designed to support the student's success in Algebra 1. Student may also continue to take other c-requirement math courses required for graduation (i.e., Geometry).
3. The Division of Special Education will submit the request to the LAUSD



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PROCEDURES (Continued):

Board of Education for the first approval. The request will be heard during a formal Board meeting (student names redacted).

4. Following LAUSD Board approval, the Division of Special Education will submit the complete waiver request to the California Department of Education's (CDE) Waiver Office.
5. Once submitted to CDE, the state requires a minimum of 90 days to place the item on an SBE agenda for action.
6. Following the SBE meeting, the CDE Waiver Office will send a formal notification to the Division of Special of Education.
7. School will receive notification on official LAUSD letterhead when the student has been approved to waive the California Algebra 1 requirement for graduation with a diploma. The letter will contain important information regarding conditions upon which the waiver was granted, documenting the waiver in MiSiS, notifying the parent, and notating the student's cumulative record.
8. For students determined to be eligible for a waiver from the California graduation requirement to pass the Algebra 1 course, the student will also be eligible to waive the LAUSD graduation requirement of Algebra 2 or its equivalent. An IEP team meeting should be held to document the waivers granted. If the student has completed all other graduation requirements, a Final IEP team meeting should be held.
9. It is the school principal's responsibility to ensure that all students eligible for the waiver of the Algebra 1 requirement receive their diplomas when all other requirements are met.

RELATED RESOURCES:

- *California Education Code (EC) Section 51224.5, pursuant to EC Section 56101.*
- *LAUSD Cumulative Record Handbook for Secondary Schools, Version 6.0, April 2017*

ATTACHMENT:

Attachment A - Algebra 1 Waiver Request Cover Sheet for Eligible Students with Disabilities

ASSISTANCE:

For assistance or information regarding this policy, contact Lela Rondeau, Coordinator, Transition Services, Division of Special Education, at (213) 241-8050 or lela.rondeau@lausd.net.

ALGEBRA 1 WAIVER REQUEST COVER SHEET FOR ELIGIBLE STUDENTS WITH DISABILITIES

Please complete the following four-step process to file an Algebra 1 Waiver Request:

(1) Electronically complete Sections I and II; (2) Attach the required documentation in Section II; (3) Print the form and obtain the required signatures in Section III; and (4) Submit the completed application and required documentation via school mail to: Lisa Kendrick, Director, LAUSD Division of Special Education, Beaudry Building, Floor 17.

IEP teams are advised this process can take up to nine (9) months. Approval can only be granted by the CA State Board of Ed.

SECTION I. STUDENT INFORMATION:

Name	<input type="checkbox"/> M <input type="checkbox"/> F	DOB	GR	Home Language
Address	City	Zip		
Parent	Language Classification	Phone		
Email	Cumulative Record Carrying School	LD		
School of Residence	Does student have a Section 504 Plan?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does student have a current IEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eligibility	Special Ed. Program	<input type="checkbox"/> RSP <input type="checkbox"/> SDP <input type="checkbox"/> Related Services ONLY
Name of Person Completing Form	Title			
Signature of Person Completing Form	Date			
Contact Phone	Contact Cell Phone	LAUSD Email		

Reason for Requesting a Waiver from the California Algebra 1 Requirement:

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SECTION II. CHECKLIST OF REQUIRED DOCUMENTATION: Along with this form, please submit paper copies of the following required documents for requesting the waiver from the California Algebra 1 graduation requirement (please refer to pages 3-4 of REF-5982.2 for details about these requirements):

- Completed Algebra I Waiver Request Cover Sheet
- Copies of LAUSD Transcript (including any out-of-District courses)
- Copy of current, active IEP with requested information highlighted in YELLOW (see pages 3 and 4 of this REF-Guide for details)
- Copy of FAPE Parts 1 and 2 for each IEP held during high school with requested information highlighted in YELLOW (see pages 3 and 4 of this REF-Guide for details)

SECTION III. REQUIRED SIGNATURES:

Student Signature	Student Name (printed)	Date
Parent Signature	Parent Name (printed)	Date
Principal Signature	Principal Name (printed)	Date
APSCS Signature	APSCS Name (printed)	Date
IEP Administrator/Designee Signature	IEP Administrator/Designee Name (printed)	Date

For assistance completing this application packet, please contact:
Lela Rondeau, Coordinator, Transition Services at (213) 241-8050, or via email at lela.rondeau@lausd.net.