

State of New Mexico

Public Education Department

**Revised: 03.05.2025**

**ALTERNATIVE CREDIT Waiver rEQUEST**

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| **Instructions:** Please complete this form electronically from the superintendent, charter school administrator, or designee. **Note:** The boxes expand automatically as you add text. |
| District or Charter School:  |
| Superintendent or Charter School Administrator: |
| Mailing Address: | State: NM | Zip Code:  |
| Phone: | Fax: | Email: |

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| Secondary Contact: |
| Mailing Address: | State: NM | Zip Code:  |
| Phone: | Fax: | Email: |

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| Date Submitted |
| Does local school board policy require board approval prior to this request?   | [ ] Yes | [ ] No |
| If yes, has board approval been obtained? | [ ] Yes | [ ] No |
| Date of Board Approval |

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| **Applicable Statute and/or Rule** |
|  **6.29.1.9 PROCEDURAL REQUIREMENTS:** J. Graduation requirements.(11) Alternative credit. Local districts, charter schools or state educational institutions may design elective courses, known as alternative credit courses, to satisfy any of the specified credits required for graduation. (a) The process includes: (i) review of the licensure and endorsements of affected staff; **(ii) review of required course content standards with benchmarks and performance standards with the proposed elective course, and summary of alignment between the two courses;** (iii) determination of the amount of credit that will be generated; (iv) publication of information regarding what course is available for alternative credit and identification of STARS course number; (v) inclusion of the availability of alternative credit in all next-step plans; (vi) note on the student transcript that the graduation requirement course was completed using the named alternative credit course; (vii) review and preliminary approval by the local board of education or governing body of a charter school.(b) Once the process has been completed, the district superintendent or administrator of a charter school or state educational institution shall submit a written request, with appropriate documentation, to the secretary for approval. |

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| **Please Use One Form Per Course** |

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| Course to be replaced and its assigned STARS number |  |
| Proposed alternative course with STARS number, if applicable |  |
| Amount of credit offered for the proposed alternative course |  |
| Please explain if there is not a one-to-one unit ratio between the two courses. |
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| **Assurances** |
| How will the alternative credit information be included in the Next Step Plans? |
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| How will alternative credit information be disseminated in advance of the course offering? |
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| **Rationale.** Provide the rationale for alternative credit request. |
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| **Transcript.** Explain the process for how the district will transcript the graduation requirement course completed using the named alternative credit. (You may include how this will be cited on the transcript.) |
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| **Alignment with content standards.** Provide a rubric showing how the alternative course will align with the content standards of the graduation requirement course.  |
| Alternative course content: |
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| **Standards**. Copy and paste the complete set of standards that you are aligning to the course here.<http://www.nmcpr.state.nm.us/NMAC/_title06/T06C029.htm> |
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| **Rationale for Request** |
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| **FOR PED INTERNAL USE ONLY** |
| Reviewed by:  | Date:  |
| **Rationale for Approval:** | Date: |
| Concur with staff recommendations for approval.Mariana D. PadillaSecretary of Public Education |  |
| **Rationale for Non-Approval:** | Date: |
| Concur with staff recommendations for non-approval.Mariana D. PadillaSecretary of Public Education | Date:  |
| Returned to superintendent or charter school administrator by: | Date: |

REVISED: 03.05.2025