

Petition for Exception to School Policy

OFFICE OF THE DEAN

In unique circumstances, student families may petition Gifted Music School for consideration of exception to school policy.* To request an exception, petitioners must complete the included four steps and return this form to the Dean's Office. Petitioners must also attach a personal statement detailing the nature of the request and describing the extenuating circumstances which prevent the student or family from complying with the school's policies or procedures. Please submit this form and supporting documentation to the Dean's Office at dean@giftedmusicschool.org.

STEP 1

PETITIONER NAME

PHONE

EMAIL

STUDENT NAME *(if different than petitioner)*

STUDENT GRADE

STUDENT AGE

RELATIONSHIP TO STUDENT

Parent/Guardian
 Studio Teacher
 Faculty Advisor
 Self
 Other

STEP 2

TYPE OF EXCEPTION REQUESTED

Performance Exemption *(juries, recitals, concerts, etc.)*
A letter of support from your studio teacher must be included.

Change Studio Teacher
 Current Teacher _____
 Requested Teacher _____

Course Substitution
Conservatory Senior Theory Project (\$100 course fee)

Other _____

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STEP 3 ▶

SUPPORTING DOCUMENTATION

Please attach a personal statement describing the following:

1. The policy you would like an exception to.
2. The exception you are proposing.
3. Why this exception should be made.

One may also attach any additional documentation that is helpful when reviewing the petition (such as a letter of support from a faculty member, physician's note, etc.)

STEP 4 ▶

ACKNOWLEDGMENT

I have completed all of the procedures required for filing this petition. I understand that my submitting this petition does not guarantee that an exception will be granted.

PETITIONER NAME _____

SIGNATURE _____

DATE _____

**Note: Submitting a Petition for Exception to School Policy does not guarantee that an exception will be granted. All petitions are reviewed carefully by the Dean in close consultation with the faculty. Petitioners will be notified of the decision by email.*

FOR OFFICE USE ONLY

Approved Denied

Dean's Signature _____

Date _____

Executive Director's Signature _____

Date _____