

Elective Focus Hardship Application

A local education agency (LEA) may submit a request for a hardship elective focus for a student at risk of not graduating based on circumstances beyond the student’s control. To obtain approval for a hardship elective focus, complete this form and submit it with a copy of the student’s transcript to Sarah.G.Williams@tn.gov, director of career and technical education.

 School LEA

 Student Name Date

 Counselor Email Phone

Reason for Request (must choose one):

- A transfer to a new school district (LEA) or school where course requirements will delay the timely graduation of the student
- The student’s chosen Program of Study (POS) is no longer offered by the school and/or LEA
- A specific course within the student’s chosen POS is no longer offered by the school and/or LEA

Explain how the request would be reflected in the student’s course schedule:

Requested Career Cluster: _____

List requested elective focus courses and credits (½ credit courses may be considered):

Credit 1	Credit 2	Credit 3

 Guardian Signature

 Counselor/Principal Signature

 CTE Director Signature

Student transcript must be attached