

Substitution of Credits

! IMPORTANT: This form should not be completed in your web browser.

To use all features of the form:

1. Right-click the link and select “**Save link as**” to download it to your computer.
2. Open the file using **Adobe Acrobat Reader**. You can download Adobe Acrobat Reader for free at <https://get.adobe.com/reader/>.

In exceptional circumstances, and in discussion with parents/caregivers, a school administrator may approve the substitution of a maximum of two optional credits for two compulsory credits toward high school graduation.

Please complete, save and submit this form to Education Administration Services along with current-year marks submissions.

When filling out the form, please refer to the [Subject Table Handbook: English Program](#) to ensure that the correct course codes and course titles are inputted below.

Student Information

MET Number:

Last Name:

First Name:

Middle Initial:

The student completed the optional course(s) below:

1. Course Title:	Academic Year: (ex. 2024/2025)	Grade Level: (ex. 30S)	Course Code: (4 digits)
2. Course Title:	Academic Year: (ex. 2024/2025)	Grade Level: (ex. 30S)	Course Code: (4 digits)

as substitution for these compulsory course(s):

1. Course Title:	Grade Level: (ex. 30S)	Course Code: (4 digits)
2. Course Title:	Grade Level: (ex. 30S)	Course Code: (4 digits)

Reason(s) for substitution(s):

- 1.
- 2.

Authorization

School Name:

School Code (4 digits):

Principal's Name:

Date:

Principal's Signature

Mail to:
Education Administration Services
Room 507 – 1181 Portage Avenue
Winnipeg, MB R3G 0T3

Upload to:
Student Records:
File Submission [SmartSheet Link](#)

Fax to:
204-948-2154