

2020 - 2021 Request to Change Course Level

Requests meeting the course level change requirements below must be submitted to the student's counselor by 2:30pm during the 6th week of each semester or by the last day of school at the end of the first semester. A committee meeting will be scheduled to review all requests received by the deadline. If the change is approved by the committee, the change will be made and the student will receive a copy of his/her new schedule. Parent/guardians will be notified regarding changes that were not approved. During this process, the student should continue to complete all assignments and prepare for assessments until a final decision has been made. *A STUDENT MOVING FROM AN ADVANCED TO A REGULAR COURSE WILL RECEIVE A MINIMUM GRADE OF 60 FOR WORK COMPLETED IN THE ADVANCED COURSE.*

Course Level Changes

To be considered for a transfer from an AP/PAP/H course, the student must have made a sincere effort to succeed by attending class and tutorials, completing his/her work, and conferencing with his/her teacher. The parent must have conferenced with the teacher before a course level change will be considered. If these conditions are met and the student is earning less than a grade of 75, that student will be considered for a level change. Final approval will depend upon space availability in the regular class. The student assumes responsibility for meeting all of the requirements in the new course.

PLEASE NOTE: ① If your request for a level change is approved, the schedule change may affect your other classes (i.e., teacher change, lunch change etc.). You will not be allowed to choose what period your new class is scheduled or what teacher you will have. ② Some courses do not have a lower level and are therefore not eligible for level changing. Please see the Course Selection Handbook or your counselor to find out if there is a lower level for the course in question.

Students: You and your parent/guardian must complete this section below.

Please **Print** and complete a separate form for each level change request

Student Name: _____ **Grade Level:** _____ **Date:** _____

This request is to **drop** (course name) _____ and **add** (course name) _____
Example: AP English Language English 3

Parent Signature

Student Signature

Students, the teacher from the course you wish to drop must complete this section below

When your teacher completes this section, it is the student's responsibility to return the completed form to the counseling office by 2:30 pm on the last day of the 6th week of school.

Student's current grade: _____

Circle One	Question	Please answer if you circled yes
Yes No	Student attends tutorials?	Approximately how many times? _____
Yes No	Student has missing assignments?	How many zeroes in grade book? _____
Yes No	Student has excessive absences?	How many? _____
Yes No	Parent conference (phone call or meeting) conducted?	Date(s) of communication _____

Teacher Comments: _____

Teacher Signature: _____

Approved _____ Not Approved _____