

CHS Course Level Change Request

Name: _____ Grade: _____ Counselor: _____

Parent/Guardian Name: _____ Parent/Guardian email: _____

Phone number: _____

I would like to change out of _____ and move into _____ .

Please use this form to request a level change if you:

- Levelled up during the course selection process and are requesting to move down a level in a core content (math, science, social studies, ELA, world language) course.

Please help us understand more about why you are requesting this change in course level. Check all that apply:

- Course is too hard
 Course is not needed for graduation (seniors only)
 Homework takes too much time
 I was not prepared to take the course (gaps in content knowledge)
 I had difficulty with the way the teacher taught the class
 I did not feel supported in the class
 I could not access extra help in the class
 My academic work load is too much
 Other, please explain: _____
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Please help us understand what support you accessed for this particular course during the first marking period. Check all that apply:

- Met with teacher at least once to discuss my concerns with my learning
 Met with my teacher outside of class
 Met with school counselor
 Accessed the academic lab during study hall
 Accessed the academic lab during lunch
 Parent contacted teacher to discuss my learning
 Peer tutoring Achieve tutoring Private tutoring Used online resources
 Devoted extra time to study Studied with a partner or study group

Requests are subject to schedule availability and can be made only in accordance with graduation requirements:

- If the course is required for graduation, you will be placed in another course with all effort to minimize disruption to your schedule. The new course will be based on availability and students may not have a choice in a particular class and/or period.
- Your schedule may need to change in order to accommodate this change request and maintain your progress toward graduation. However, if there is no available class to move into, you will remain in the course. Additional supports and resources will be identified to assist you in the course.

(Over)

- If you are removed from a course for which a move into another class is not possible, you may be scheduled for a study hall for the second marking period. Pending seat availability, you will be placed into a second semester elective.
- The grade earned shall be retained although adjusted mathematically to account for the weighted GPA system (for example C → C+). The new grade will be reflected on the second marking period report card.
- The minimum grade issued for leveling down will be 59%. Therefore, if you are failing your class, your first marking period grade recorded will be the CHS floor grade of 59%.

AP courses:

- If the class/credit is not needed for graduation, a study hall will replace the AP class and pending available electives, the student may be able to add a second semester elective in January. There will be no record of the course or first marking period grade on the official transcript if the AP course is dropped at the end of the first marking period.

Time Line:

- **Forms should be submitted to the guidance secretary during the week of October 31-November 4, 2016.**
- **Forms need to have the signatures of all parties indicated below. The signature indicates that you are aware of the student's intent to request a lower level course.**
- Submitting a form does NOT guarantee that the schedule will be changed.
- Each student will be called down to guidance to speak with his/her counselor; students will be informed of the possible options. These individual meetings will take place during the week of November 2-9, 2016.

Signatures below indicate that the student, parent, and teacher are informed that the student is requesting to level down. **All parties are informed that the requests are subject to schedule availability and can be made only in accordance with graduation requirements. If the level change cannot be honored, all parties will work together to help support the student in the course.**

Student Name: _____, Student Signature: _____

Parent Name: _____, Parent Signature: _____

Name of teacher in current course where level change is being requested:

Teacher Name: _____, Teacher Signature: _____

Internal Use Only:

_____ course required for graduation, level change made

_____ course required for graduation, no available class to move into; student remains in course; additional supports and resources identified to assist student in course

_____ course required for graduation, student moved into study hall for second marking period; option to add an elective during the second semester, pending seat availability; course/credits need to be made up prior to graduation

_____ AP course not needed for graduation, student moved into study hall; option to add an elective during the second semester, pending seat availability