Course Level Change

Please Type or Print Clearly

Name:

Course level change request FROM:

Course level change request TO:

Reason for course level change request:

Course Level Change Guidelines

Note: If any of the parties involved disagrees with the course level change request and choose not to sign, you will not be permitted to adjust your schedule

- The student must obtain all signatures below.
- Request to change to a lower level course can only be made after fifteen (15) days from the start of a course.
- Request to change to a higher level course REQUIRES that you must remain in the new course for the remainder of the trimester in which the change occurred.

Course level change to a lower level course will only be considered under the following conditions:

- Student attends class daily
- Student has complete all required coursework
- Student has sought extra help from the teacher and/or in homeroom
- Parent/guardian and teacher have documented communication, which includes numerous attempted interventions.
- Course content is beyond the student's ability
- Other definable circumstances that warrant a meeting between the student, teacher, school counselor, and Principal/designee

_____	_____	_____	_____
Student Signature	Date	Parent Signature	Date
_____	_____	_____	_____
Drop Teacher Signature	Date	Add Teacher Signature	Date
_____	_____	_____	_____
Counselor Signature	Date	Associate Principal	Date