



## CHANGE OF COURSE LEVEL REQUEST FORM

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

COURSE YOU WISH TO CHANGE: \_\_\_\_\_

SUGGESTED SUBSTITUTE COURSE: \_\_\_\_\_

PLEASE DESCRIBE YOUR REASON(S) FOR REQUESTING THIS CHANGE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT INPUT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TEACHER INPUT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEACHER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Signature verifies discussion occurred between teacher and student. The signature is NOT an endorsement that the course change should occur.

COUNSELOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADMINISTRATION COMMUNICATION/DETERMINATION: \_\_\_\_\_

\_\_\_\_\_

ADMINISTRATION SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **CHANGE OF COURSE LEVEL REQUEST FORM**

### **From the Student/Parent Handbook: SCHEDULE CHANGES (pg 94)**

All class choices are firm commitments for the school year. This is especially true of yearlong classes. Master schedule decisions are based on the course selections of the students. Schedule changes may be requested during the summer orientation week or within five (5) school days of the start of each semester. Once the five (5) day window has closed, the only class changes considered are due to academic failures or scheduling errors. These will be corrected by the student's counselor. Students will not be permitted to drop a yearlong class at the semester break or a semester class prior to the end of the semester, unless there are extreme circumstances in the opinion of the administration. Administration reserves the right to change student schedules due to disciplinary reasons. In general, schedule changes are only allowed for the following reasons: A. The schedule does not account for work already completed (in summer school or prior semesters). B. The schedule contains an inappropriate course level. The change must take place within the first six weeks of the school year. The following steps must be documented for the leveling change to occur: 1. Meeting with teacher and student. 2. Meeting with teacher, parents/guardians and counselor. 3. Meeting with administrator, teacher, counselor and parents/guardians. C. The schedule does not include a course that must be taken now to meet a graduation requirement. D. The schedule contains too few courses or reflects an error caused by a previous schedule change. All students must attend the classes on their current schedule until the classes are rescheduled. Attendance and academic records will be forwarded to the new classes, if applicable.

### **SCHEDULE CHANGES: DROPPING AND ADDING COURSES**

(2022-2023 Howell High School Curriculum Guide, page 1)

Master schedule decisions, including how many seats will be available for each individual course, are based on the course selections of the students. Course selections are firm commitments. This is especially true of yearlong classes. Schedule changes may be requested during the summer orientation week or within the first five school days of each semester. After the first 5 days, the only class changes considered will be those due to student placement in an incorrect course level, and this must occur in the first 6 weeks of the school year. Changes to semester long elective courses will not be made without an academic reason. After the school year begins, students will not be permitted to drop a yearlong class at the end of semester one or drop a semester class prior to the end of the semester unless there are extreme circumstances determined by an administrative review. Schedule changes based on teacher preference will not be made. HHS administration reserves the right to change student schedules due to disciplinary reasons. Schedules may change at the beginning of semester two. Every effort will be made to preserve teachers in year long classes. Specific, in depth information about schedule changes can be found in the Student-Parent Handbook. All students must attend the classes on their current schedule until the classes are rescheduled. Attendance and academic records will be forwarded to the new classes, if applicable. HPS Policy requires that all HHS students have a full schedule with 7 class periods, regardless of the number of credits still needed for graduation.