

## Student Request to Change Level of Recommendation

### From AP to Honors or Honors to On-Level

This form is to be completed if you would like to register for a course other than the one for which you were recommended. **Please complete in sequential order.** **DEADLINE: JUNE 3, 2019**

#### AP Level course → Honors Level course → On-Level course

If choosing to select a course level other than what was teacher recommended, please follow the steps below for each course you wish to change:

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **ID #** \_\_\_\_\_

**Step 1: Student: Complete the following. Then take this form to your 1<sup>st</sup> semester teacher.**

Class Recommended: \_\_\_\_\_

Requesting Honors/AP Class: \_\_\_\_\_

Rationale for changing levels: \_\_\_\_\_

**Step 2: 1<sup>st</sup> Semester Teacher: Discuss, sign and give back to student.**

Student Request: Agree \_\_\_\_\_ Disagree \_\_\_\_\_ Date discussed with student and/or parent: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Explanation: \_\_\_\_\_

**Step 3: Parent: Please indicate preferred course and sign.**

Parent Request: Agree \_\_\_\_\_ Disagree \_\_\_\_\_

If disagree, please write explanation: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Student will need to take to the head of the department (Resource Teacher).**

**Step 4: Resource Teacher: Complete and place form in administrator's mailbox.**

Resource Teacher Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

**Step 5: Administrator: Complete and place in Angelica Agosto's mailbox.**

Admin Approval: \_\_\_\_\_

**Step 6: Counselor:**

Date Received: \_\_\_\_\_

Action Taken: \_\_\_\_\_

# *Resource Teacher Locations*

Subject	Resource	Room Number
Art/Music	Ms. Beck	124
Career Technology and Education	Ms. Amberg	303 or 308
English	Ms. Ground	200
Math	Ms. Wilson	333 or 381
Physical Education	Mr. Corpuz	117J
Science	Ms. Keller	315 or 377
Social Studies	Ms. Derenberger	232, 225, or 226
Ulysses Signature Program	Ms. Borenzweig	353
World Language	Ms. Ahearn	261