

## Course Placement Review

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

It is the goal of the Howard County Public School System to prepare students for lifelong learning by taking the most challenging courses in which they can be successful. Teacher recommendations are based on multiple criteria: classroom performance, student's expressed interest, student attendance, and results on standardized measures.

**This section is for a parent/guardian requesting a course placement different from a teacher's recommendation.**

**Suggestions prior to completing a Course Placement Review request:**

- It is suggested that the student and parent have a conversation (in person, by phone, or by e-mail) with the current teacher about the course recommendation so there is an understanding of the rationale behind the teacher recommendation.
- Further information on courses and curriculum expectations can be found in the high school catalog (<http://www.hcpss.org/academics/approved-courses/>). After reviewing this information, consultation with the appropriate Instructional Team Leader is also an option.
- Students and parents must understand that it may not be possible to transfer out of the course due to scheduling limitations. In addition, note that level changes will only be permitted until the mid-point of the course (i.e., end of second marking period for 1.0 credit courses; mid-term assessment for 0.50 credit courses (Policy 8020).

Students and parents must understand that it may not be possible to transfer out of the course due to scheduling limitations.

The Course Placement Review request must be submitted electronically by January 17, 2020. Requests received by this date will be given priority. Requests received after this date will be accommodated if space is available.

Teacher Recommendation		Parent/Guardian Request		
Recommended Course Number	Recommended Course Title	Course Number	Course Name	Prerequisite Met?*

**\*If the prerequisite has not been met, the student cannot be registered for the course.**

As a parent, I will monitor my child's progress in the class to make sure it remains appropriate. I am aware that it may not be possible to transfer out of the course due to scheduling limitations. I understand that level changes will only be permitted until the mid-point of the course (i.e., end of second marking period for 1.0 credit courses; mid-term assessment for 0.50 credit courses).

Student Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Administrator Signature \_\_\_\_\_