

## **High School Course Placement Review Suggested Guidelines for Use**

The Course Placement Review form (IFAS# 39502213) was created to give parents the opportunity to consult with school staff about recommended course placement. The form is to be used in a situation where the parent or student wishes to change a recommendation made by the current teacher in a given subject area.

### **Recommended Guidelines:**

1. Teachers make course recommendations based on student performance in class and their knowledge of expectations and rigor of the high school courses in their curricular area.
2. The Course Placement Review form is to be used when a parent wishes to request a placement change. The top portion of the form is completed by the parent. The parent should 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.
3. It is suggested that the parent and the student meet with the high school Instructional Team Leader (or designee) of the curricular area to discuss the request for a course change. The Instructional Team Leader can share information on course curriculum and teacher expectations. At the end of this meeting, the parent makes a final decision about course placement. If a course placement change is requested, the parent and the student sign the form and return the form to the student's current counselor by the deadline date.

Note: For students in grade 8 who are registering for grade 9, the meeting should be held with the Instructional Team Leader at the high school.

4. While we always want to encourage students to take the most challenging courses they can, it is critical for students and parents to understand that it may not be possible to transfer out of the course due to scheduling limitations. In addition, if the student withdraws from the course more than seven days after the first interim report, he/she may not be able to transfer to another course and earn credit for it.

The Course Placement Review form is available from your school counselor.