Guidelines for High School

Course Placement Review

The Course Placement Review (CPR) form 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.

**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. The teacher can share information on course curriculum and 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 counselor by the deadline date.
3. While we always want to encourage students to take the most challenging courses possible, it is critical for students and parents to understand that the student may not be able to transfer out of the course due to scheduling limitations. In addition, if the student withdraws from the course more than five days after the first day of the course, he/she may not be able to transfer to another course and earn credit.

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

Course Placement Review Form

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

It is the goal of the Paradise Honors High School to prepare students for lifelong learning by taking the most challenging courses in which they can be successful. This section should be **completed by a parent/guardian** when he or she wishes to request a course placement different from a teacher’s recommendation.

**To the parent/guardian:**

* 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.
* It is suggested that the student and/or 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.
* While we always want to encourage students to take the most challenging courses, 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 five days after the first day of the course, he/she may not be able to transfer to another course and earn credit.
* The Course Placement Review form must be submitted to the high school by May 22nd, 2017. Forms received by this date will be given priority. Requests after this date will be accommodated if space is available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Teacher Recommendation |  | Parent/Guardian Request if  Different from Teacher | | |
| ***COURSE NAME*** | ***COURSE NAME*** | Prerequisite  Met? | |
|  |  | |  |
|  |  | |  |
|  |  | |  |

\*\* If 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.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_