

Course Placement Review

Student Name: _____

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. 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.
- ✓ Further information on courses and curriculum expectations is available from the appropriate Instructional Team Leader.
- ✓ 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 must be submitted to the high school by February 20, 2015. 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 NUMBER	COURSE NAME	COURSE NUMBER	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. If my child withdraws from the course more than seven days after the first interim report, he/she may not be able to transfer into another course and earn credit for it.

Student Signature: _____

Parent/Guardian Signature: _____