

OVERRIDE PLACEMENT WAIVER

(Student name) _____ is applying for a waiver to be admitted into (Course) _____, for which s/he was not recommended by the classroom teacher. In order for this student to be placed on a waitlist for this course, the following conditions must be read and agreed to in writing.

Parents of students who do not meet the academic prerequisites for specific high school courses as detailed in the handbook may initiate an appeals process. (Prerequisite or placement criteria for various courses are detailed in the High School Handbook or available through your child's classroom teacher.) The first step in this process requires that the student must submit a one-page statement in support of entering the desired course along with supporting evidence (i.e. writing samples, tests and quizzes, plans for additional support, etc. **Appeals must be received by the teacher no later than May 5.** An appeal meeting with the student, teacher, parent(s), curriculum leader and guidance counselor will be scheduled to discuss the appropriate placement.

If agreement is still not reached between the requesting family and the school team, the original teacher recommendation stands. The student will be placed on a waitlist for the Honors or A.P. course in question, with priority given to students who have met the prerequisite conditions by the end of the year. **At this point, the parent signs this statement acknowledging the recommendations of the professional staff**, and indicates that if the student enrolls in a course for which s/he is not recommended and fails to maintain a B- average or better at the end of the semester, the student would be moved to the more appropriate level. If not practical to reschedule a student at that time, the student will remain in the course in question but with the clear understanding that the student will not be allowed to enroll in an honors level (or A.P.) course in that discipline in the ensuing year.

Only students who have earned a C+ in accelerated courses or B+ in standard preparatory courses in the outset of the course selection process are eligible for the placement appeals process.

Recommended students whose performance dips below the criteria threshold before the end of the school year could risk being moved to the wait list for the desired course.

These appeals meetings must take place no later than May 26.

I certify that I have read the above and agree to the conditions as outlined.

_____ Signature of Student	_____ Date	_____ Signature of Teacher	_____ Date
_____ Signature of Parent	_____ Date	_____ Signature of Guidance Counselor	_____ Date
_____ Signature of Department Chair	_____ Date		

CC: Department Chair
Guidance
Assistant Principal