

Step 1: Please fill out the following information.

_____ is requesting a change in level _____ to _____.
student's full name **course # and name** **course # and name**

Step 2: Request initiated by . . . student parent teacher counselor division leader

Date request initiated: _____

Primary reason(s) for initiating request:

Step 3: Follow the directions for the column that meets your request.

If you are requesting to move up or down a level in English , please provide the information below:	If you are requesting to move up or down a level in Social Science , please provide the information below:	If you are requesting to move up or down a level in Math or Science , please provide the information below:	If you are requesting to move up or down a level in a World Language, please provide the information below:
Last semester English grade: ____ or current English grade: ____	Last semester S.S. grade: ____ or current S.S. grade: ____ AND Last semester English grade: ____ or current English grade: ____	Last semester math grade: ____ or current math grade: ____ Last semester science grade: ____ or current science grade: ____	Last semester W.L. grade: ____ or current W.L. grade: ____
Counselor's initials: _____	Counselor's initials: _____	Counselor's initials: _____	Counselor's initials: _____

Step 4: In the following order, please request the following recommendations and signatures.

1. Parent/Guardian:			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	_____
	parent/guardian's signature		date
2. Current teacher:			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	_____
	current teacher's signature		date
3. Division Leader:			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	_____
	division leader's signature		date
4. Senior students only:			
<input type="checkbox"/> I have contacted the colleges to which I have applied, and I have confirmed that this change will NOT jeopardize my admission status.	_____	_____	_____
	senior student's signature		date
5. Counselor:			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	_____
	counselor's signature		date

Step 5: If all participants have checked "recommend," then submit the completed form to the counselor for final preparations. Please note that even if all participants recommend the change, a level change will not occur if receiving class sections are already full.

- If the request is for the upcoming school year, then students have the last ten days before the end of the school year to complete the process for moving up a level.
- If the request is for the 1st semester, the request must be completed by Progress Checkpoint #2. If the request is for second semester, the request must be completed before 1st semester final exams. There are no level changes after the start of 2nd semester.
- If moving down a level and all participants checked "recommended," then submit the completed form to the counselor.
- If someone has checked "not recommended," yet you still want to proceed, you may do so at your own peril.
- Whether moving up or down a level, the letter grade earned at the time of transfer will carry over to the new course; conversions in grade weighting will not occur.