

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

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

<b>1. Parent/Guardian:</b>			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	parent/guardian's signature <span style="float: right;">date</span>
<b>2. Current teacher:</b>			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	current teacher's signature <span style="float: right;">date</span>
<b>3. Division Leader:</b>			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	division leader's signature <span style="float: right;">date</span>
<b>4. Senior students only:</b>			
<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 <span style="float: right;">date</span>
<b>5. Counselor:</b>			
<input type="checkbox"/> recommended <input type="checkbox"/> not recommended	_____	_____	counselor's signature <span style="float: right;">date</span>

**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 1<sup>st</sup> semester, the request must be completed by Progress Checkpoint #2. If the request is for 2<sup>nd</sup> semester, the request must be completed before 1<sup>st</sup> semester final exams. There are no level changes after the start of 2<sup>nd</sup> 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.