

West Chicago Community High School
Level Change form

LEVEL CHANGES

A level change may be initiated by a student or teacher if a student is exceeding the objectives of a given course or if the student is not capable of achieving the objectives of a given course. In some cases a level change may not be possible due to the impact on other departments or classes within a student's schedule.

Level change process

1. A conference needs to be held between student and teacher to discuss the level change
2. If the teacher approves and agrees with the level change
 - a. Teacher will provide this level change form to student
 - b. Teacher will communicate with parent the reasons for the requested level change (in particular when the change is teacher-initiated)
3. Both student and parent will sign the form
4. Student provides this level change form to the Division Head and meets with Division Head for final approval/discussion of implications of the change
 - a. If the Division Head approves, the Division Head indicates such on the form, makes a copy for the student, and provides the original to Counselor
 - b. If the Division Head does not approve, the Division Head indicates such on the form, makes a copy for the student, notifies the teacher and parent, and provides original to Counselor
5. The Counselor will determine if the change is possible in the schedule
 - a. If the change is possible, Counselor will communicate to all parties (teacher, student, parent, Division Head) how the change will occur and when it will take effect
 - b. If the change is not possible, Counselor will communicate to all parties (teacher, student, parent, Division Head) why the change is not possible

Student name: _____ ID: _____

Date: _____ Counselor: _____

Current class: _____ Teacher: _____

Requested class: _____

Reason: _____

Student signature: _____

Parent signature: _____

Teacher signature: _____

Division Head signature: _____ (circle one) Approve Not approve

Counselor (schedule change): _____