

# COUNCIL ROCK SCHOOL DISTRICT PARENT/STUDENT OVERRIDE

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ COUNSELOR \_\_\_\_\_

Dear Parent/Guardian:

You are receiving this form because you have requested an override to a teacher's course recommendation for next year. We ask that you think carefully about this override and read the schedule change policy below. Questions regarding the original recommendation should be addressed directly to the teacher at the phone number/email address below.

**For middle school students** (students entering 7<sup>th</sup> or 8<sup>th</sup> grade), no overrides may be reversed until the end of the first marking period. (Please be aware that a course change will only be granted upon administrative approval and space availability.)

**For high school students** (students entering 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade), no parental override may be reversed by the parent until after the third week of school. A WD (withdraw D), or a WF (withdraw failure) will be entered on the permanent record if that is the cumulative grade at that point. Students with a C or better will be required to remain in the course. (Please be aware that a course change will only be granted upon administrative approval and space availability.)

For further clarification regarding the course change policy, it is important that you refer to the district's **Program Planning Guide**.

**COUNSELOR:** Please complete the following. Forward a copy to the parent and retain one copy for your records,

TEACHER RECOMMENDED COURSE \_\_\_\_\_

REQUESTED OVERRIDE COURSE \_\_\_\_\_

Teacher Name \_\_\_\_\_ Department phone \_\_\_\_\_

Email address \_\_\_\_\_ Date \_\_\_\_\_

**PARENT:** The signatures below indicate that my child and I have read information provided and are fully aware of the override policy.

Parent signature \_\_\_\_\_ Parent Email \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use:*

Date Rec'd: \_\_\_\_\_ Change Made \_\_\_\_\_

Form Revised July 2010