

Hampton County High School

Level Change Request

I, the legal guardian of _____, request the placement of my son/daughter in the following course(s). I understand that my son/daughter does not meet the qualifying prerequisites for the course I am requesting. I understand I have to abide by the Hampton County High School withdraw policy set forth by the SC Department of Education, which states that a *student has three days in a 45- day course, five days in a 90-day course, or ten days in a 180-day course to withdraw from a course without penalty. Students who withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course shall be assigned a WF, and the F (as a 50) will be calculated in the student's overall grade point average. The three-, five-, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course-level changes approved by the administration of a school.*

If a student is withdrawing from an honors level course and changing to college preparatory level course the student must do so by the end of the first interim of the first grading period. If the student does not request a course level change by that time, the student will remain in the course for the remainder of the term or the student will be given a WF on his/her transcript which equates to a 50 on the SC Uniform Grading Scale.

I also understand that once the school year has started, any changes made to my son/daughter's courses may affect the other courses he/she is enrolled in. I also understand that course change request(s) may not be possible due to class size and/or teacher/course availability once the school year has begun.

Course Name Request:

Signature of Parent/Guardian

Date

Student Signature

Date