

SMS Academic Advising Form

This form is required when a student's requested course level is higher than the advised level. With parental consent, students may choose to challenge a higher-level course. This is not intended to discourage challenging higher levels, nor to serve as a predictor of future growth. The intent of this form is to ensure clear school to home communication, allowing for more informed decisions regarding course level selection for the next school year. This form must be completed in the order presented below.

I. Guardian Completes:

Child Name: _____ Date: _____

Guardian Name: _____ Guardian Phone: _____

Child was recommended for: _____ Course we are requesting: _____

Additional parent/guardian comments: _____

I have seen my child's rubric scores and acknowledge that their final score does not meet the minimum for advancement (this is for rising 7th and 8th graders only)

I have communicated with my child's teacher about this placement request prior to submitting this form.

Parent/Guardian Signature: _____ **Date:** _____

II. Student Completes:

I have discussed this level change with my counselor and my parent(s)/guardian(s), and would prefer to enroll in _____.

Student self-assessment check list (check those that apply): I read independently I consistently complete my assignments on time I believe my extra-curricular commitments will not conflict with these course requirements I am aware that I may need to learn some missed content independent of class time I understand that earning high marks in this course will require routine practice and management of this check list.

Additional student comments: _____

Student signature: _____ **Date:** _____

(Please give form and copy of placement letter to Math Teacher)

III. Teacher Completes:

Given _____'s progress in my _____ class, and taking into account curriculum requirements, I consider _____ to be the most appropriate academic placement in this subject area next year.

Additional Notes: _____

I have communicated with the student and guardian about this placement request prior to signing this form.

Teacher Signature: _____ Date: _____

(Please give form to Grade Level Counselor)

IV. School Counselor Completes:

Comments: _____

I have communicated with the student and guardian about this placement request prior to signing this form.

Counselor Signature: _____ Date: _____

(Please give form to Building Administrator)

V. Building Administrator Completes:

Comments: _____

I have communicated with the guardian about this placement request prior to signing this form.

Final Course Placement: _____

Administrator Signature: _____ Date: _____