

Course Override Consent Form

Name (print) _____ I.D. _____

Counselor Name: _____ Date: _____

Teacher Course Recommendation: _____

Automatic Accelerated Recommendation (AAP): _____

Student/Caregiver Requested Course: _____

HPHS creates student course placements based upon multiple points of data that are designed to accurately determine the appropriate academic course and level for each individual student. As a school, we believe that our placement system is designed to provide students with a developmentally appropriate educational plan that will individually challenge and hone the skills and intellect of our students. However, HPHS also believes that students and caregivers have the final decision in the determination of a student's academic plan. Therefore, students and caregivers are able to appeal and override any placement decision that the school staff makes. Caregivers and students are the final voice in the placement process. However, families should understand that any student requesting a change in placement after this registration process closes will have to follow the district's [level change request process](#) found in the [Program of Studies](#) and summarized on the second page of this document.

Therefore, if a parent and/or student elect to override a placement that was made by school personnel, HPHS expects that the student and their caregivers will obtain the current teacher signature to indicate awareness of this request: (If necessary, teachers will make comments on the bottom of this form to communicate information to counselors) *Please note this is required only for current HPHS students; Incoming Freshmen DO NOT need a teacher's signature.

Teacher Signature: _____ Date _____

As a student, I understand that the course I am electing to register for is one that I was not placed in by HPHS or my AAP recommendation. Though I will be placed into the class that I have requested, I understand that I will need to follow the district's process in order to be considered for a level change after this registration process closes.

Student Signature: _____ Date: _____

As a caregiver, I understand that the course my child is electing to register for is one that they were not placed into by HPHS. I understand that my child will be placed into the class and will need to follow the district's process in order to be considered for a level change after this registration process closes.

Parent/Guardian Signature: _____ Date: _____

Course Level Change Procedures SY25-26

It is essential to make informed and thoughtful decisions in advance to minimize course level change requests moving forward. We understand that sometimes a course level change is unavoidable. However, we want to be transparent in our procedure for course level changes beginning next fall for the 2025-2026 school year.

Beginning next fall (SY25-26), there will be eligibility criteria that must be met prior to students being able to apply for a course level change request.

If eligibility criteria is met, there will be an opportunity for any student to apply for a support plan which may result in a level change. This procedure ensures that academic support is first offered to students experiencing academic struggle before a level change is considered, maintaining a fair and consistent process for all involved parties.

Course Level Change Eligibility

This procedure will be followed by both Deerfield and Highland Park High Schools. In order for a family to request a level change, a student must meet eligibility criteria. No exceptions will be made, and eligibility criteria are outlined below:

- Students will not be eligible to apply for a course level change unless all assignments are currently submitted to their teacher. There cannot be any missing work from a student.
- Students are only eligible to apply for support plans if they have earned a “D” or lower in the course they are currently enrolled in, with no fewer than four grades or data points being entered for the first half of the semester.
- These grades/data points must be considered “significant” and that determination will be made by the Department Chairs.
- At least one of these grades/data points must be an assessment or quiz grade designed to demonstrate student mastery.

Below is the process for eligible students to apply for a course level change:

1. Families will be able to submit an application to the school’s Instructional Leadership Team (ILT) for consideration of a level change.
2. Applications will open September 15, 2025. Families will have 1 week to submit the application. The application is a Google form link that can be obtained from your student’s teacher. The application window will close on September 21, 2025.
3. After applications are received, the ILTs in both buildings will review applications and Department Chairs will communicate with teachers in their departments if the team approves a support plan for a particular student.
4. Teachers will develop a support plan for any of their students who are approved. They will share this plan with your student and with you.
5. The support plan will begin no later than the 6th week of school, and will conclude at the end of the 9th week of school.
6. Approvals for level changes will only be honored if eligibility requirements are met, the ILT approves, an intervention plan has been followed with fidelity, and if space exists within the course to which the student requests to change.
7. Families will be notified no later than the 10th week of school as to whether the level change will be honored for the second half of the semester.