

MADEIRA HIGH SCHOOL

Placement Appeal Application

Name: _____ Grade Next Year: _____

Address: _____

Parent(s) Name(s): _____

Parent Contact Information:

Phone _____ Email _____

I request admission to the CP/Honors/AP class indicated below:
(place a check next to the department, and then on the blank indicate the course for which you are appealing admission)

_____ Math _____

_____ English _____

_____ History _____

_____ Science _____

_____ World Language _____

Parent's Signature / Date

Student's Signature / Date

-----*For Office Use Only*-----

Math		English		Social Studies		Science		World Language	
	Approved		Approved		Approved		Approved		Approved
	Denied		Denied		Denied		Denied		Denied
Date		Date		Date		Date		Date	
Initials		Initials		Initials		Initials		Initials	

Appeals Criteria

Honors/Advanced Placement Criteria

For those students interested in being placed in Honors or Advanced Placement classes the criteria are as follows:

1. Students should earn an 'A' or 'B' in the previous class of which they are doing above grade level work (for example, Algebra 1 for high school credit in 8th grade or English 8 reading and writing at above an English 8 level).
2. Students need their current teacher's recommendation in order to schedule an Honors/AP course. Factors include:
 - a. Grades in course
 - b. Work ethic
 - c. Motivation
 - d. Class participation
 - e. Homework

Honors/Advanced Placement Requirements

For those students who meet the stated requirements and are placed in Honors or Advanced Placement courses:

Students should maintain a 'B' or better grade in every quarter. If two 'C's or lower are received in any two quarters, a meeting between the student, teacher, parent and counselor may take place to determine if the student is placed correctly.

- In Honors or Advanced Placement World Language courses, students who receive a 'D' or 'F' as a quarter grade may be removed from the class with loss of credit after conferencing between student, teacher, parents and counselor.

Placement Appeals

Students are recommended for a specific course by their current teacher in that subject area. If a student or family wish to choose a course that has not been recommended, the following procedure must be followed:

1. A letter to the Department Instructional Leader must be submitted by the **parent/guardian** to the Counseling Office that documents that ***the parent has spoken with the recommending teacher*** and addressed the concerns brought up in that conversation. This letter should also state the desire for a more rigorous curriculum and the commitment to complete the additional demands of the course.
2. A letter to the Department Instructional Leader must be submitted **by the student** to the Counseling Office documenting that the student has spoken with the recommending teacher and addressed the concerns brought up in that conversation. The student must also state the desire to experience a more rigorous and challenging curriculum along with the commitment to complete the additional work and meet the demands of the course.
3. If the appeal is for an Honors or AP course, both students and parents/guardians must understand that the student must maintain certain grade requirements to maintain enrollment in the course. These requirements may vary by department.

****An Appeals Application form (available in the Counseling Office), along with the letters to the Department Instructional Leader(s) must be submitted to the Counseling Office. Deadline for all appeals is NO LATER THAN 3:00 p.m. on March 20 (or the next school day in session)***

Appeals will be reviewed by the department chair, current teacher and anticipated teacher. The Department Instructional Leader will notify the student of the decision by the last day of the school year.