

**HVA Academic Level Change Request Form**  
**Request for change in academic rigor/course level**



Student Name \_\_\_\_\_  
Grade \_\_\_ Academy: BL HS LA STEM Freshman

Academic data and performance records are used for placing students into the appropriate course level. These placements are believed to be the ones that will provide students with the greatest opportunity for academic success. However, if a parent/guardian feels that such a change needs to be **considered**, this academic override request must be completed.

Note: **This form must be submitted to the student's school counselor.** The counselor will then provide past academic data and submit it to the principal for the final consideration.

Course(s)/Level Change Requested:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Student Statement: Please provide reasons and justification for your request

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For students requesting to change an AP course: **Have you completed the summer assignment for the Honors/AP class you are requesting to change?** \_\_\_\_\_

Parent: I, the undersigned guardian of the student listed above, request a change in academic rigor and level for the course listed above. **I am aware of the possible educational implication of this request since it is contradictory to the level of courses indicated by his/her academic performance and potential thus far.** I take full responsibility for this decision if the request is granted, and I understand that he/she will be required to remain in the assigned class until the end of the year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Phone and Email: \_\_\_\_\_

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Counselor Signature: \_\_\_\_\_ Administrator Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

- Approved
- Not Approved