Camp Hill High School

Course Override Request

Students are approved for specific courses using multiple criteria including academic achievement and teacher recommendation. If the teacher does not recommend a course, it means that the student has not met the minimum prerequisite grade and/or does not have sufficient background knowledge/skills in the current course that will be needed in the next course. In these situations, this form must be completed and submitted by the indicated course change deadline. Requests will NOT be considered after the course change deadline.

Student Name: _____ Grade: _____

Current Course: _____ Teacher: _____

Recommended course: _____

Course requested: _____

Step 1: Student-Teacher Conference

The student must meet with the current teacher in the subject area to discuss the expectations of the requested course.

Reason(s) course is not recommended: _____

_____

_____

_____

_____

Teacher Signature: _____Date: _____

Step 2: Student Reflection

After meeting with the teacher, the student must provide a written summary of the conversation and explain why they still wish to proceed with the request.

Student Summary/Rationale:

_____

_____

_____

_____

_____

_____

_____

_____

Step 3: Acknowledgement & Signatures

By signing this form, we understand that we are requesting that _____ (student) be placed in a course for which he/she is not recommended for the reasons outlined above. I understand that this decision may affect the student's performance and ability to be successful in the course.

_____ Date: _____

Student Signature

_____ Date: _____

Parent Signature

_____Date: _____

Counselor Signature

_____Date: _____

Principal Signature