

Student Name: _____

Course Recommendation: _____

Course Requested: _____

Course Waiver Request

Placement into classes is based on the student's course requests, teacher recommendations, and previous academic performance in related courses. Teachers make thoughtful recommendations, and therefore, granting a waiver to enroll in a higher-level course than recommended requires formal student request, parent/guardian acknowledgment, and approval by the administration.

Students who would like to move to a higher-level course for which they were not recommended must complete this waiver request form and submit it by **April 1st**.

Decisions on granting waivers are based on the student's academic record, transcript grades, and standardized test scores. Particular emphasis is placed on the student's performance in related courses. Other factors may include the available space in the class and the student's level of interest and commitment to the subject.

When a student seeks to waive into a higher level, it is important to understand that the student is taking on a great deal of academic responsibility. Course levels are designed according to the pacing of the curriculum, the methods used to teach the curriculum, and the level of student independence expected in the course.

Students and Parents/Guardians must understand and agree to the following:

- Students granted a waiver are expected to remain in the course for the entire school year. However, as with any course, students will be allowed to drop the course during the add/drop period at the beginning of the school year.
- In some cases, at the administration's discretion, students may be allowed to drop the course at the end of term 1 and switch to a lower-level course.
- If the course is at the AP level, students must:
 - Complete the summer work. Failure to do so will result in a schedule change.
 - Take the AP exam in May. Failure to do so will result in a schedule change.

Waiver of Recommendation

Approved Denied

Department Head: _____

Administration: _____

Guidance: _____

Parent/Guardian Signature: _____ Date: _____

Please answer the following questions thoughtfully as your responses will be used in part to determine your eligibility for a level change.

Why would you like to take the course for which you are seeking a waiver?

Describe your study habits. Please include how you might handle an academic situation if the material becomes challenging.

Please include any additional relevant information that you would like to share.

Administration Approval: Yes No

Rationale: