



METUCHEN PUBLIC SCHOOLS

School Counseling Department

Ilana Kurtin, Supervisor

ikurtin@metboe.k12.nj.us

732-321-8700 ext. 5025

LEVEL-CHANGE REQUEST FORM

Student's Name: _____ Counselor: _____

Current Course/Placement: _____

Requested Course/Placement: _____

Supervisor: ☐ Lemerich (Science/Math/Practical Arts) ☐ Manziano (English/History)

☐ Jaye (World Language/Visual & Performing Arts)

Reason for

Request: _____

Additional/Supporting Information:

Required Signatures

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Office Use Only:

Additional performance indicators reviewed:

☐ **Approved:** Counselors should adjust the schedule and (if applicable) provide the new teacher with a copy of the previous teacher's grade book printout.

☐ **Denied:** Reason:

Supervisor Signature: _____ Date: _____



LEVEL-CHANGE REQUEST PROCESS

The appropriate department supervisor, in consultation with the current teacher, counselor and parent/guardian(s), reviews all level change requests. The initial teacher recommendations for placement are made before course planning conferences each year and are based on information available at the time. The review process involves careful analysis of historical data and academic progress indicators.

Procedures:

1. Student and parent(s) should:
 - a. Discuss with the school counselor the impact the move may have on the current schedule and on college preparation, if applicable.
 - b. Complete the **Level-Change Request Form** to submit a formal request for review. Include the specific reason for the request and any pertinent information that would support the case for a level change.
2. The department supervisor will review student records, and all performance indicators available.
3. The supervisor or counselor will communicate the decision, along with a rationale, to the parent/guardian and student. The timeline for the decision will depend on the individual circumstances.

*For level changes made after the start of a course in September and before the 20th day of class, all grades will follow the student.

*The student will also be responsible for any missed work.

*For level changes made at the end of the 20th day of class or beyond, the administrator and/or supervisor and parent/guardian permission is required. Written requests to withdraw from a course beyond this date will not be granted unless extremely extenuating circumstances exist. If withdrawal is sought and approved beyond this date, the permanent transcript will reflect one of the following: WP (withdraw/pass) or WF (withdraw/fail).

Special Note:

A Level Change Request for placement into Plane Geometry or Honors Plane & Solid Geometry will only be considered once the student has passed the Metuchen High School Algebra 1 final examination with an 85% or better.

Deadline:

Level change requests should be made as early in the scheduling process as possible and no later than the end of the 20th day of class.