

MCHS Course Level Change Request

Dear Parent/Guardian/Student:

Appropriate course selection and placement decisions ensure a successful high school experience and avoid disruption to a student's schedule during the school year. **Please take division placements seriously.** The purpose of the level change process is not to limit student or parent choice, but to ensure that such choices are based on the best available information. If a student/parent believes he/she would like to change course levels (either up or down), the first step is to discuss the concerns as a family. **Students and parents wishing to have the data-driven placement revisited for potential change must complete this level change form and then turn it into the appropriate division chair.**

District 156 Data-Driven Course Enrollment and Placement Philosophy:

McHenry Community High School District #156 strives to offer a comprehensive array of college and career pathways and associated courses. Students and parents are encouraged to explore a wide variety of curricular opportunities to determine their interests and strengths that produce future careers. McHenry High School is a "growth mindset" organization and seeks to stretch all students to reach their fullest academic potential. MCHS utilizes a data-driven course recommendation and advisement process. Standardized tests, course performance data, common formative assessments, and teacher recommendations are used to guide placement for students into the most rigorous courses appropriate in relation to the skills and abilities of each learner. MCHS teachers, counselors, and administrators are skilled, professional practitioners that use all information available to assist in the determination on the most appropriate course selection and placement that will help the students attain their highest levels of achievement. Student interests and parent participation are vital components of this process. While the final determination of student placement rests with the professional educators of McHenry High School, we look forward to working with students and parents to determine the very best course placement for our students.

Step One: Parent/Student Information

Step Two: Division Chair Review -

- The Division Chair may contact the parent/guardian depending on the nature of the request and may require a placement test to gather further information before making a decision. **A Division Chair's decision may be appealed to the principal within one week (seven calendar days). It is the Parent's/Guardian's responsibility to initiate contact with the principal for such an appeal.**

PLEASE NOTE: If a level change request is granted, the student will be expected to remain at the selected level for at least one academic semester. A level change may be made earlier, but only in extreme circumstances with the approval of the Division Chair and principal. In this case, a student's grades in the previous level of the course will be directly translated to the new level of the course. A change may not be granted if moving the student causes sections to be over or under enrolled.

Step One: Request Initiated By: Student _____ Parent _____

Student Name (Please **Print Legibly**) _____

Parent Name _____ Phone: _____

Parent E-mail _____

MCHS Recommended Course: _____

Requested Course: _____

Detailed Rationale written by student/parent for requested change:

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Step Two:

Division Chair Review: Please do not review change unless teacher has communicated with parent and student.

Proposed level change was: Accepted Rejected

Name of Parent/Guardian that was notified of the decision: _____

Date of Notification: _____

DC's Signature _____ Date: _____

If level change is accepted, DC's should submit form to counselor.

If level change is rejected, DC's should submit this sheet to the principal.

High School Principal Review (if necessary):

Name of Parent/Guardian that contacted Principal: _____

Date of Contact: _____

Proposed level change was: Accepted Rejected

Principal's Signature _____ Date: _____