



METUCHEN PUBLIC SCHOOLS

School Counseling Department
400 Grove Avenue, Metuchen, NJ 08840

Metuchen High School
(732) 321-8744 ext. 5020

REQUEST TO ADVANCE IN COURSE PLACEMENT

Instructions: Any student who has already completed grade 9 wishing to take a course at an institution other than Metuchen High School, for the purpose of advancing their course placement, must first have this request approved by the appropriate academic department supervisor. *Please note that all English and History courses, as well as Algebra 1, Geometry and Biology, must be taken within the Metuchen School District.*

The student must:

1. Submit this form to the school counselor, which must include a rationale for the request and a 4-year course of study plan for MHS.
2. Complete and pass a "pre-approved" course from an accredited institution. (Must be a full-course w/ min. 120 hours or 3-college credits).
3. Submit a detailed course description/syllabus along with this form.
4. Submit to the School Counseling Office an *official transcript*, reflecting a final grade earning B or better (82% or higher) from the institution where the course was taken.
5. Take and earn B or better (82% or higher) on the MHS final exam for the approved course in August, before the start of the school year.

Student's Name: _____ **Grade Level:** _____

Course Title: _____ *Course Code:* _____

Name of School: _____ (*Attach full course description*)

MHS Course Equivalent: _____ **Subject Area:** _____

Rationale for request: _____

Course of Study Plan

	Grade 9	Grade 10	Grade 11	Grade 12
Course(s) the student plans to take at MHS each year				

Current Course in Subject Area: _____ **Grade-to-date:** _____

We (student/parent) understand that no credit will be awarded on the Metuchen High School transcript, for the course completed.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For Office Use Only: Approved Not Approved Counselor: _____

Supervisor's Signature: _____ Date: _____