

SHELTON HIGH SCHOOL COURSE LEVEL CHANGE APPLICATION

Shelton High School will only accept and address requests for course level changes during defined times of the school year. These include five calendar days after quarter 1 progress reports have been issued, five calendar days after the first quarter ends, five calendar days after quarter 2 progress reports have been issued and five calendar days after the second quarter ends. Students are to download the SHS Course Level Change Application, available on the SHS school website under Forms, and follow the application process. The submitted application will be reviewed by a committee comprised of the student's Assistant Principal, the course's curriculum leader and the K-12 School Counselor Curriculum Leader. This committee reserves the right to deny applications.

SPECIFIC PROCEDURES

1. The student will download the SHS Course Level Change Application, available on the SHS school website under Forms.
2. The student will complete the entire application, including all required signatures, and submit it to the K-12 School Counselor Curriculum Leader, located in the Career Center. **Deadline for submission is five calendar days after quarter 1 progress reports have been issued, five calendar days after the first quarter ends, five calendar days after quarter 2 progress reports have been issued or five calendar days after the second quarter ends.**
3. The submitted application and all other relevant data will be reviewed by a committee comprised of the student's Assistant Principal, the course's curriculum leader and the K-12 School Counselor Curriculum Leader.
4. The committee will approve/deny the application. The K-12 School Counselor Curriculum Leader will maintain the copy of the requested change.
5. If the application is denied, the K-12 School Counselor Curriculum Leader will notify the student's school counselor. The student's school counselor will contact the student and parent.
6. If the application is approved, the K-12 School Counselor Curriculum Leader will notify the student's school counselor. The student's school counselor will contact the student and parent and initiate a schedule change.
7. The student's school counselor will complete the grade merge form and submit it to the K-12 School Counselor Curriculum Leader.
8. **The student's final grade in the level he/she completes the course will determine the student's weighted GPA score.**
9. A written appeal may be submitted to the principal within five days notification of the application denial. The parent and student will meet with the principal and principal's designee to review the appeal. A final decision will be made by the principal and communicated to the parent.
10. No late applications will be accepted.

Student's Name:		Date of Application Submission:	
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Student's House Office Number:		Student's House Office Counselor:	
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Name of Course that you are requesting a level change for:		Level Change Requested (from what level to what level):	
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Indicate the reason why you are requesting this level change:

Student/Parent Approval:

I have read the Shelton High School Course Level Change Procedures and agree to abide by the committee's decision regarding this course level change request. Additionally, ***I comply that the student's final grade in the level he/she completes the course will determine the student's weighted GPA score.***

(Signature of Student)

(Signature of Student's Parent or Guardian)

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Administrative Use Only:

Application Decision (circle one):	Approved	Denied
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Date Student's Counselor notified:	
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Additional Comments:	
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K-12 School Counselor Curriculum Leader Signature:		Date:	
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