

# Marcus High School Level Change Request

Directions: Students/Parents should complete sections 1-3 and give the form to the teacher who will forward it to the appropriate department chair.

Form due to Department Head -- On, or before, Friday, October 26<sup>th</sup>  
Form due to Counselor -- On, or before, Monday, October 29<sup>th</sup>

COUNSELORS	RICHEY	A-BL	GIBSON	BO-DR	WELSH-ROE	DU-HE
GIFFORD	HI-L	HAMMONDS	M-PERC	SARTOR	PERE-SO	HARRISON
SP-Z						

1

NAME: \_\_\_\_\_

ID#: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_

GRADE: \_\_\_\_\_

2

Marcus High School Level Change Policy:

For a level change to be approved, the following criteria must be met:

- > Decisions to move students will not be made until the end of the 2nd week for students in 9 week courses and at the end of the 3rd week for all others.
- > Student must have a grade of 74 or below and must have attended tutoring.
- > Parent Approval (see below)
- > Teacher Approval (see below)
- > Room in a regular class
- > Return form to teacher by designated deadline (see top of form)

3

Course to Drop: \_\_\_\_\_

Course to Add: \_\_\_\_\_

Class Period \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

To be completed by Student/Parent

Teacher

4

Reason for Approval/Denial: \_\_\_\_\_

Classroom Teacher Signature: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Dept. Chair

5

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason, if denied: \_\_\_\_\_

Signature: \_\_\_\_\_

# Marcus High School Level Change Request

Directions: Students/Parents should complete sections 1-3 and give the form to the teacher who will forward it to the appropriate department chair.

COUNSELORS	RICHEY A-BL	GIBSON BO-DR	WELSH-ROE DU-HE
GIFFORD HI-L	HAMMONDS M-PERC	SARTOR PERE-SO	HARRISON SP-Z

1

NAME: \_\_\_\_\_

ID#: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_

GRADE: \_\_\_\_\_

2

Marcus High School Level Change Policy:

For a level change to be approved, the following criteria must be met:

- > Decisions to move students will not be made until the end of the 2nd week for students in 9 week courses and at the end of the 3rd week for all others.
- > Student must have a grade of 74 or below and must have attended tutoring.
- > Parent Approval (see below)
- > Teacher Approval (see below)
- > Room in a regular class
- > Return form to teacher by designated deadline (see top of form)

3

Reason for Request: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Course to Drop: \_\_\_\_\_

Course to Add: \_\_\_\_\_

Class Period: \_\_\_\_\_

To be completed by Student/Parent

Teacher

4

Reason for Approval/Denial: \_\_\_\_\_

Classroom Teacher Signature: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Dept. Chair

5

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason, if denied: \_\_\_\_\_

Signature: \_\_\_\_\_

# Marcus High School Level Change Request

Directions: Students/Parents should complete sections 1-3 and give the form to the teacher who will forward it to the appropriate department chair.

COUNSELORS		HAMMONDS		M-PERC		SARTOR		PERE-SO		HARRISON		SP-Z	
GIFFORD	HI-L	RICHEY	A-BL	GIBSON	BO-DR	WELSH-ROE	DU-HE						

1

NAME: \_\_\_\_\_

ID#: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_

GRADE: \_\_\_\_\_

2

Marcus High School Level Change Policy:

For a level change to be approved, the following criteria must be met:

- > Decisions to move students will not be made until the end of the 2nd week for students in 9 week courses and at the end of the 3rd week for all others.
- > Student must have a grade of 74 or below and must have attended tutoring.
- > Parent Approval (see below)
- > Teacher Approval (see below)
- > Room in a regular class
- > Return form to teacher by designated deadline (see top of form)

3

Course to Drop: \_\_\_\_\_

Course to Add: \_\_\_\_\_

Class Period: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

To be completed by Student/Parent

Teacher

4

Reason for Approval/Denial: \_\_\_\_\_

Classroom Teacher Signature: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Dept. Chair

5

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason, if denied: \_\_\_\_\_

Signature: \_\_\_\_\_

# Marcus High School Level Change Request

Directions: Students/Parents should complete sections 1-3 and give the form to the teacher who will forward it to the appropriate department chair.

COUNSELORS	RICHEY	A-BL	GIBSON	BO-DR	WELSH-ROE	DU-HE
GIFFORD	HI-L	HAMMONDS	M-PERC	SARTOR	PERE-SO	HARRISON
SP-Z						

NAME: \_\_\_\_\_

ID#: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_

GRADE: \_\_\_\_\_

Marcus High School Level Change Policy:  
 For a level change to be approved, the following criteria must be met:  
 > Decisions to move students will not be made until the end of the 2nd week for students in 9 week courses and at the end of the 3rd week for all others.  
 > Student must have a grade of 74 or below and must have attended tutoring.  
 > Parent Approval (see below)  
 > Teacher Approval (see below)  
 > Room in a regular class  
 > Return form to teacher by designated deadline (see top of form)

Course to Drop: \_\_\_\_\_

Course to Add: \_\_\_\_\_

Class Period: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Classroom Teacher Signature: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Reason for Approval/Denial: \_\_\_\_\_

Classroom Teacher Signature: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason, if denied: \_\_\_\_\_

To be completed by Student/Parent

Teacher

Dept. Chair