

REQUEST TO WITHDRAW FROM ADVANCED ACADEMIC COURSEWORK

Student: _____ ID Number: _____ Grade: _____

Campus: _____

Advanced Academic Course (AP, Pre-AP, Advanced, Dual Credit, On Ramps):

When students select advanced coursework, an agreement indicates their commitment to course completion. Reevaluation of placement may occur after the third week of school to ensure students find success in their course selections. Completed requests (steps 1-4) must be turned in to the student's counselor no later than the end of the fourth week of school (or fourth week of second semester courses). Administrative staff must complete all changes no later than the end of the fifth week of school or the fifth week of the second semester for one semester courses. Course changes outside of this window are at the discretion of the campus administration.

This process allows the few students needing course placement change to make a request using the steps below. The intent is not to exclude, but to include students in an educational environment most appropriate to individual needs. Requests are considered carefully and must be for academic purposes only. The process must show a majority recommendation from the teacher, student, parents/guardians, counselors, and administration and only after all options for remediation are exhausted. If the request is granted, the student's grade, without weighting, will transfer to the new course placement.

1. Academic Reason(s) for Request (completed by student):

[Empty box for student to provide academic reason(s) for request]

2. Student statement

I have demonstrated a good faith effort in this course by (check all that apply):

- ___ Actively participating in class assignments and discussions
___ Asking questions
___ Completing assignments
___ Attending tutorials
___ Taking notes
___ Bringing supplies and textbooks to class
___ Maintaining good attendance
___ Prioritizing homework and study time.

I wish to withdraw from the Advanced Academic course and enroll in the regular level course equivalent.

Student signature _____ Date _____

3. Teacher statement:

I have provided the following interventions for the above named student (check those that apply):

- ___ Provided assistance during classroom activities/instruction
___ Shared diagnostic observations and suggestions for improvement
___ Offered tutoring at times convenient for the student
___ Offered peer tutoring/mentorship
___ Paired student with peer support during group activities and/or projects
___ Praised the student for effort, progress, and/or taking risks
___ Provided additional materials for study support and/or access to knowledge and skills
___ Stressed the benefits of taking advanced courses
___ Provided parents/guardians with feedback on student progress by calling home

Date(s) of contact: _____

- ___ Used AVID's WICOR strategies
___ Other _____

Teacher signature _____ Date _____

4. Parent statement (complete after teacher phone contact):

I have reviewed the academic progress of my student. I grant permission for my son/daughter to withdraw from the Advanced Academic class and enroll in the regular level course equivalent. I understand a follow-up conversation with the guidance counselor will occur before placement determination by campus administration.

Parent signature _____ **Date** _____

5. Counselor contact with parent and students to complete review (initial after each step is completed):

_____ Implications of a change in course placement have been outlined for parents/ guardians as well as the student

_____ Options have been provided for an alternative pathway to postsecondary readiness

Based on evidence reviewed, I agree the change in placement for this student is in his/her best academic interest (check):

Yes No

Counselor Signature: _____ **Date** _____

6. Administration requirements to complete placement determination:

I certify that the process for changing a student's placement has been followed with the goal of supporting the student in an educational environment that meets their individual needs and provides for their continued success towards postsecondary readiness. If additional information for placement is needed, I have gathered it.

Change of course granted

Change of course denied

Justification for decision:

Principal or Principal Designee Signature

Date

File copy of form in student permanent record – send home copy of form to parent/guardian