

Course Recommendation Appeal Form

Students and families may file this form with guidance when they would like to appeal a specific course recommendation for the upcoming school year. The department coordinator and guidance departments are responsible for assisting with this form and will complete the Notes on Course Recommendation section (see Page 2).

Student Name: _____

Current Course: _____ Grade-to-Date in Current Course: _____

Current School Year: _____ Current Teacher: _____

Course Recommendation for Upcoming School Year: _____

Desired Course & Reason for Appeal (please include steps the student will take to be successful):

Step 1: The student or caregiver must speak with the teacher to discuss the existing course recommendation. Notes from this conversation may be included on page 2.

Teacher agrees to appeal: Yes ____ No ____

If teacher agrees to change the recommendation, the appeal process concludes, and the teacher should complete the course recommendation change form

Teacher's Signature: _____ Date: _____

Caregiver Signature: _____ Date: _____

Student Signature: _____ Date: _____

After signing, the student or caregiver should return this form to the student's guidance counselor.

Notes on Course Recommendation (From Guidance, Teacher, and/or Coordinator):

Step 2: Student must see the Department Coordinator for approval/disapproval of the appeal.

Department Coordinator additional notes, if necessary:

I approve this appeal _____ I do not approve this appeal _____

Dept. Coordinator Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

*If the appeal was denied by the Coordinator and the student intends to appeal to the Principal, continue to **Step 3**.*

Step 3: If the Department Coordinator does not approve this change, the family may appeal to the Principal. This form is considered complete if the Principal approves the change below, as verified by their signature:

Caregiver Signature: _____ Date: _____

Caregiver signature may be provided electronically.

Principal Signature: _____ Date: _____

If a student appeal is granted, please note that the only time to switch courses is through the end of the add/drop period in the fall of the upcoming school year. Students who appeal a course and move into that course must stay in the course they have chosen after the add/drop period.