



## ADVANCED PLACEMENT CHANGE OF PLACEMENT

The purpose of this change of placement is to ensure that students will find success in their course selections. This process is not meant to exclude, but to include students in an educational environment that will best suit their individual needs. Students may come under review for academic purposes only. To change a student's placement, a majority recommendation must be met from the teacher, student, parents/ guardians, counselors, and administration and only after all options for remediation are exhausted.

The student requests a schedule review for the following reason(s):

**Student/ Teacher requirements to complete review:**

- All assignments and homework completed
- All recommended tutorials attended
- Implemented teacher and parent recommendations for improvement

Student Signature

Teacher Signature

**Counselor/ Parent requirements to complete review:**

- 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 college and career readiness
- Removal from an AP class impacts the potential for earning college credit

Counselor Signature

Parent Signature

**Administration requirements to complete review:**

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 college and career readiness.

**This procedure has been completed before October 11<sup>th</sup> for year-long courses as well as fall semester courses and February 7<sup>th</sup> for spring semester courses.**

- Change of course granted
- Change of course denied

Justification for decision:

AP Administrator or Principal Signature

Date