



# METUCHEN PUBLIC SCHOOLS

Guidance & School Counseling Department  
400 Grove Avenue, Metuchen, NJ 08840

Metuchen High School  
(732) 321-8750 - Fax (732) 767-9315

## LEVEL-CHANGE REQUEST FORM

Student's Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

Current Course/Placement: \_\_\_\_\_

Requested Course/Placement: \_\_\_\_\_

Supervisor:     Henn (Science)     Jacobson (English/History)     DeSimone (World Lang)     Powers (Math)

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

Additional/Supporting Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Required Signatures

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*  
*Office Use Only:*

*Additional performance indicators reviewed:* \_\_\_\_\_  
\_\_\_\_\_

**Approved:** *Counselors should adjust the schedule and (if applicable) provide the new teacher with a copy of the previous teacher's grade book printout.*

**Denied:** Reason: \_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT REQUEST FORMS TO THE SCHOOL COUNSELOR NO LATER THAN THE MIDDLE OF MP1**

## LEVEL-CHANGE REQUEST PROCESS

The appropriate department supervisor, in consultation with the current teacher, counselor and parent/guardian(s), reviews all level change requests. The initial teacher recommendations for placement are made before course planning conferences each year and are based on information available at the time. The review process involves careful analysis of historical data and academic progress indicators.

### Procedures:

1. Student and parent(s) should:
  - a. Discuss the appropriateness of the requested level with the current teacher.
  - b. (Requests made in Fall) Discuss the following with the school counselor: the impact the move may have on the current schedule and on college preparation, if applicable.
  - c. ***Complete this form*** to submit a formal request for review of placement. Include the specific reason for the request and any pertinent information that would support a case for a level change.
2. The department supervisor will review student records, and all performance indicators available.
3. The supervisor or counselor will communicate the decision, along with a rationale, to the parent/guardian and student.

\*For level changes made after the start of a course in September, all grades will follow the student.

\*The student will also be responsible for any missed work.

### Special Note:

A Level Change Request for placement into Plane Geometry or Honors Plane & Solid Geometry will only be considered once the student has passed the Metuchen High School Algebra 1 final examination with an 85% or better.

### Deadline:

Level change requests should be made as early in the scheduling process as possible and **no later than the middle of the 1<sup>st</sup> Marking Period.**

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