



AP Evaluation Appeal Letter

HENRY W. GRADY HIGH SCHOOL
 VINCENT D. MURRAY
 PRINCIPAL
 www.gradyhighschool.org

*****This form should be used ONLY if you were not approved (D) for an AP course, and you wish to appeal the decision. If you were placed on the waiting list (AW), there is no reason to submit an appeal. *****

In the space below, write a persuasive letter to the AP Evaluation Committee that explains your passion for the subject of the course and addresses the specific reason(s) that you were not approved given in the Evaluation Summary.

This appeal letter must be accompanied by an AP Course Placement Waiver form signed by your parent. **All waiver applications and appeal letters are due to Mr. Vincent by Wednesday, March 5, 2013.**

Student Name (Please Print): _____ Homeroom: _____

Dear AP Evaluation Committee:

I am appealing the evaluation decision(s) for the following AP course(s):

1) _____ 2) _____ 3) _____

Sincerely,

 Student Signature

 Date



AP Course Placement Waiver

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Student Name: _____ Advisement Teacher: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Home Phone: _____ Mobile Phone: _____

Parent/Guardian Email: _____

Requested AP Courses:

- 1) _____
- 2) _____
- 3) _____

I am requesting that the placement recommendation of the school's administration, teachers, and counselors be overridden for the AP courses listed above. I acknowledge that enrolling my child in the above requested course(s) may result in academic difficulties or failure in the course. I take responsibility for selecting a course for which my child was not recommended for enrollment. I understand that the "drop/add" period is not applicable to students who waive into a course.

Parent/Guardian Signature

Date

Because AP courses are strictly limited to a select number of students per section, an approved waiver does not guarantee placement in the AP course. An approved waiver will place the student on the waiting list for the course. The student will be offered placement in the course if a space becomes available.

The Principal, Academy Leader, or Assistant Principal must document parent/guardian communication below to verify the above request.

Date of Communication: _____ Signature: _____

Brief Summary of Discussion:

Waiver Approved

Waiver Denied

Principal/Academy Leader/Assistant Principal Signature

Date