High School - Honors/AP Appeals Form

This form is to be used by students who did not meet the prerequisite for a particular Honors or AP class *by one letter grade* but would still like to be considered for acceptance

Procedure

- Fill out one form per class in which you wish to appeal.
- Fill out the top portion of this form, obtain your parent's signature, and turn in the signed form to the Guidance Office.
- Decisions on appeals will be mailed home to students.

Name: _____ Grade: _____

Address: _____

City, State, ZIP:_____

Please print legibly. This will be used as a mailing label after the decision is made.

Course being appealed:_____

If this appeal is granted, which course request will it replace?_____

Briefly state your reason why this appeal should be granted:

_____

_____

_____

_____

Student Signature **Date** **Parent Signature** **Date**

Do not mark below this line. For administrative use only.

Decision

☐ **Your appeal has been granted on the condition that there is space available in the course you requested, and that you meet the following prerequisite in June:**

_____

☐ **Your appeal cannot be granted because of the following:**

- ❒ **You do not meet the minimum academic requirement for the requested course.**
- ❒ **Your demonstrated writing ability is not adequate to handle the requirements of the requested course.**
- ❒ **Your work habits in the prerequisite course are not in line with the expected work habits for the requested course.**
- ❒ **Your ability to work independently has not been sufficiently exhibited in the prerequisite course.**
- ❒ **Other**_____

_____

_____

Department Chair Signature **Date** **Gregory Klee, Academic Assistant Principal** **Date**

Questions about appeals decisions should be directed to the Academic Assistant Principal