

PARENT REQUEST FOR CHANGE OF LEVEL FOR INCOMING FRESHMEN

Date _____ Student's Name _____ M ____ F ____

New Trier ID Number _____ Sender School _____

New Trier policy allows parents and students to initiate a request for change of level. A student that changes levels is expected to remain in that course for at least the first quarter. Schedule changes made after the first quarter are initiated by the teacher and are based on available space in courses. The space available may be in a different period and require multiple classes to be moved.

If you wish to exercise this option, please indicate your decision by checking the appropriate box on the Freshman Course Request Form and by completing the information in the box below. Requests must be returned to your junior high school by February 22, 2012. Requests received after February 22nd and prior to the first day of school will be considered by department coordinators and may not be accepted. After the first day of school, parent requests for level changes will not be accepted for the first semester of the 2012-2013 school year. However, parents will have another opportunity to request a level change for second semester.

PARAMETERS:

If you request to move up in more than three courses, this requires approval by the Academic Oversight Committee. New Trier will contact you if they need more information or when they have made a decision.

Requests for level changes from level 2 to level 4 are not permitted.

The following changes to level placement require departmental approval. New Trier will contact you if they need more information or when they have made a decision.

- *Changes from level 2E to 3 or 9 level*
- *Change from double period algebra level 2 to algebra level 3*
- *Change from double period English level 2 to English level 3*

NEW TRIER RECOMMENDATION: _____ course title/level	CHANGE TO: _____ course title/level
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By signing below, I assume responsibility for the consequences of this level change. I understand that students changing levels are expected to remain in that course for the duration of the first quarter.

Parent's Signature: _____ Phone: _____

RETURN TO JUNIOR HIGH BY FEBRUARY 22, 2012