

WINCHESTER HIGH SCHOOL

for 2012 - 13

781-721-7020

Request to Appeal Teacher Recommended Course Level (One form need for each appeal)

The recommendations of our professional staff are based upon their assessment of your son/daughter's educational needs, and acknowledgement of his/her past academic achievement. However, we recognize your right as a parent/guardian to disagree with these recommendations and you have the right, within certain parameters, to appeal the recommendations of our staff. An appeal may be honored only in situations where the student came extremely close to meeting the requirements, and because of extenuating circumstances, should be allowed to attempt the more challenging level. Parents should talk to the student's teacher before filing this appeal.

Before making the decision to appeal the school's recommendation, it is important for you to understand the possible educational and scheduling ramifications of your request.

* Should placement in the course you select subsequently prove to be educationally inappropriate for your child, it may not be possible to place the student in the originally recommended level. If a change is possible, it may involve rearranging the entire schedule.

* Withdrawal from a full-year course after the first six weeks (as opposed to moving into the same course at a different level) will result in a "Withdrawn Failure" or "Withdrawn Pass" grade being recorded on the student's permanent transcript for that course.

If, after careful consideration of all the factors involved, you wish to pursue this course change request, please sign and date this form and return it to the appropriate department director. You can mail it to the high school in care of the director or personally deliver it to the Main Office. If you have any further questions regarding this issue, please feel free to contact your child's guidance counselor.

Name of Student: _____ Grade: _____

Address: _____

Current Teacher: _____ Current Course: _____

Requested Change from # _____ Title: _____

to # _____ Title: _____

Please explain the justification for the appeal (feel free to attach the explanation):

Parent/Guardian Signature _____ Date _____

Student Signature _____ Telephone # _____ Date _____

Request must be received by Tuesday, April 3, 2012 to be considered. Please send to the appropriate director at Winchester High, 80 Skillings Road, Winchester, 01890. You will be informed of a decision by May 1st.

Directors: Tom Haver - Mathematics, Judy Hession - English, Marge Harvey - Social Studies, Michael Marchand - Science, Anna Tirone - Foreign Language, Pam Saba - Wellness, Jen Levatino - Art, Mary Costello - Music