

CHANGE OF RECOMMENDATION FORM (WAIVER)

The student should explain why they are overriding the course RECOMMENDATION by writing a statement on the back of this form. This statement will be evaluated by the NHS principal during the review process. This form should be completed if the student is overriding to move up OR down a level.

The student should have a conversation with the recommending teacher regarding placement and obtain the teachers' signature, below, indicating the conversation took place. Please note that the conversation and signature does not indicate approval of the override request.

Students need to fill out one form for each class for which they would like to review the placement.

Student Name: _____

YOG: _____

I was recommended for the course below	Level	I want to override into this course below	Level

Are you planning to change your recommendation in other courses? **Y** **N**

If so which courses?

If the student overrides into a higher level course, the student may only move down a level after the first semester, and only if there is room in a class and it does not disrupt the other courses. Withdrawing from a course is noted as a WD on the students transcript.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Phone: _____

Counselor Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

This section is to be completed by the recommending teacher after the student/teacher conversation mentioned above:

- | | |
|---|---|
| <input type="checkbox"/> Has student been back for extra help?
<input type="checkbox"/> Has student done required work?
<input type="checkbox"/> Has there been parent contact?
<input type="checkbox"/> Check this box if you had a conversation with the student but you do NOT support the override. | <input type="checkbox"/> Has student had unexcused absences?
Total # of Absences to date _____
Total # of Tardies to date _____ |
|---|---|

Please state on the reverse side of this form WHY you would like to override this placement.

