

## **Morris Community High School Information for High School Level Appeal/Waiver**

Morris Community High School encourages all students to take a challenging academic program. In an effort to ensure a high caliber program, prerequisites have been established to set admission criteria for these courses and to serve as indicators of the academic skills needed to be successful.

### **Honors Level Criteria**

Students must meet all three criteria in each subject area for honors placement:

- Explore test in 90% percentile in subject area
  - English – Explore subtest on English and reading
  - Math – Explore subtest on math
  - Social Studies – Explore subtest on Reading
- Course grades no less than B
- Teacher recommendation

Recognizing that there may be some instances when students are close to meeting the criteria for a course and are highly motivated to enroll in that course, Morris Community High School has an appeal process and waiver procedure to take these circumstances into account.

If a student does not meet the criteria in the requested level course, the parent may appeal. The appeal process is outlined below. Each appeal will be reviewed on a case-by-case basis.

Students placed in the appealed level class will be expected to meet and maintain the academic standards of the course. Students who choose this option must realize that the level may be more challenging than anticipated and therefore may not perform as well as desired in the course. Student may not be allowed to return to the lower level during the current school year.

### **Appeal Process:**

If a student is not placed in the requested level class, they may appeal the decision using the attached form.

**Morris Community High School  
Level Placement *APPEAL* Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current School: \_\_\_\_\_

Recommended Level: \_\_\_\_\_ Desired Level: \_\_\_\_\_

Deficiencies: \_\_\_\_\_

\_\_\_\_\_

This request must be received no later than one week prior to the school year starting. Please include the following information:

- A written explanation describing any extenuating circumstances to over-ride stated criteria as well as a why the course is desired.
- A copy of the student's most current report card.
- A copy of recent standardized tests not including the Explore test.
- For change of English level: a previously written essay graded by current teacher.

Understand that if the appeal is approved and the level proves to be too difficult, the student may not be allowed to return to the lower level during the current school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

For Office Use:		
_____	Appeal approved	_____ Date
_____	Appeal denied	
The denial for placement into the requested level is based on:		
_____		
_____		

**Morris Community High School  
Level Placement *WAIVER* Request Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current School: \_\_\_\_\_

Recommended Level: \_\_\_\_\_ Desired Level: \_\_\_\_\_

Deficiencies: \_\_\_\_\_

---

**To the Student and Parent:**

A decision to place a student in a non-recommended course is a serious one and may not be without consequence. Students who choose this option must realize that the level may be more challenging than anticipated and therefore may not perform as well as desired in the course. Additionally, students may not be allowed to return to the lower level during the school year. Enrollment in courses by waiver is subject to space availability.

As the parent/student, we understand and agree to the terms under which this change in level will be made. Further, we accept the responsibility for the student's placement and performance in the course.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Office Use:  
Notification of Waiver

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date